



## LETTER OF APPOINTMENT

**MEMORANDUM FOR:**  
**FEDSIM PROJECT MANAGER (PM)**

**SUBJECT:**               **Appointment as Contracting Officer's Representative**

You are hereby appointed as the Contracting Officer's Representative (COR). This appointment is from the award date through the life of the contract, including closeout, unless rescinded or transferred. As the COR, your primary duty is to monitor the contractor's performance to ensure that all of the technical requirements under the contract are met by the delivery date or within the period of performance, and at the price or within the ceiling stipulated in the contract.

In the performance of the duties delegated to you in this letter, you are cautioned that you could be held personally liable for actions taken or directions given by you to the contractor that are beyond the authorities given to you in this letter. The duties or authorities in this letter are not re-delegable; therefore, you must advise the FEDSIM Contracting Officer (CO) or Contract Specialist (CS) immediately when you are unable to perform these duties.

Your duties and limitations, as applicable to the contract you will be monitoring, are described in the following sections.

### **A. MONITORING AND EVALUATING PERFORMANCE**

Ensure that the contractor complies with all of the requirements of the Statement of Work (SOW), specifications, or Performance Work Statement (PWS). When requested by the contractor, provide technical assistance within the scope of the contract (e.g., interpreting specifications, SOW, PWS, etc.). When a difference of opinion between you and the contractor occurs, notify the FEDSIM CO or the CS immediately for resolution.

If the contract requires Key Personnel, you will ensure that the personnel being used by the contractor meet the requirements of the position. Review and approve Long-Distance Travel and Other Direct Costs (ODCs) prior to the contractor incurring those expenses. Any decrease in or lack of performance must be brought to the attention of the FEDSIM CO or CS.

If applicable and in accordance with Federal Acquisition Regulation (FAR) 42.302, you will monitor contractor compliance with specifications or other contractual requirements requiring the delivery or use of environmentally preferable products, energy-efficient products, products containing recovered materials, and bio-based products.

In accordance with Federal Acquisition Circular (FAC) 2005-34 and the Office of Federal Procurement Policy (OFPP) Memorandum "Improving the Use of Contractor Performance Information" on July 29, 2009, CORs are responsible for entering past performance into the Past Performance Information Retrieval System (PPIRS) annually.

### **B. MONITORING COSTS**

Review and evaluate the contractor's progress in relation to the expenditures. When the costs expended by the contractor are not commensurate with the contractor's progress, request a meeting with the contractor and client in an attempt to resolve the disproportionate costs. If a resolution cannot be found, consult the FEDSIM CO or CS for immediate action.

Review and approve invoices using the rates and other fees established in the contract. Review the contractor's invoices/vouchers for reasonableness and applicability to the contract and recommend approval or rejection for payment.

### **C. CHANGES TO THE CONTRACT**

You cannot authorize the contractor to stop work, and you are not authorized to delete, change, waive, or negotiate any of the technical requirements or other terms and conditions of the contract. Should a change (e.g., monetary or otherwise) to the contract become necessary, it must be made by a contract modification issued by the FEDSIM CO. When in doubt, contact the FEDSIM CO or CS.

Any contract change requested by the contractor must be put in writing by the contractor to the FEDSIM CO for action. If, however, you become aware of an impending change, you should immediately advise the FEDSIM CO or CS. When the proposed change is received by the FEDSIM CO, you will be required to provide the FEDSIM CO with a written analysis and rationale for the change and evaluate any costs associated with the change.

You must also recognize and report to the FEDSIM CO any Government-required changes to the contract (e.g., items or work no longer required, changes in the specifications, etc.).

### **D. INSPECTION OF CONTRACT ITEMS**

Perform, in accordance with the terms of the contract, inspection, acceptance, or rejection of the services or deliverables under the contract. You must prepare a written acceptance or rejection, provide it to the contractor, and store a copy on the FEDSIM common drive. Immediately notify the FEDSIM CO of all rejections and the reason for the action.

Review progress reports from the contractor and advise the FEDSIM CO of any contractor problems or actions required to be taken by the Government.

### **E. STANDARDS OF CONDUCT AND CONFLICT OF INTEREST**

To avoid improper business practices and personal conflicts of interest and to deal with apparent or actual occurrences, you must sign any applicable non-disclosure forms. You must also immediately report any potential conflict of interest to your supervisor.

### **F. CONTRACT FILE CONTENT AND MAINTENANCE**

Establish and maintain an organized contract administration file to record all contractor and Government actions pertaining to the contract. The file must also include a copy of the COR Letter of Appointment and other documents describing the COR duties; a copy of the contract administration functions delegated to the contract administration office, which may not be delegated to the COR; and documentation of COR actions taken in accordance with the delegation of authority. The files should be organized and saved on the FEDSIM common drive.

### **G. CONTRACT CLOSEOUT**

Within 30 days after the contractor has met all terms and conditions of the contract, you must evaluate the contractor's performance using the information contained in General Services Administration Acquisition Regulation (GSAR) 542.1503-71 (Attachment A: Contractor Performance Information).

Please acknowledge receipt and acceptance of this appointment by signing below. Please direct any questions you may have on this delegation to the FEDSIM CO or CS.

I understand and accept my assignment as the FEDSIM COR.

## ATTACHMENT A: CONTRACTOR PERFORMANCE INFORMATION

**Note:** This checklist follows the standard format and content requirements of General Services Administration Acquisition Manual (GSAM) 542.15 and content requirements of GSAM 542.1503-71. The checklist may be tailored for the specific contract type. Any “No” responses noted below shall be accompanied with a statement explaining the observation(s). For each observation(s) provide a recommendation to correct the non-compliance. Observations identify areas of non-compliance and do require response (and action plans, if applicable). Positive observations may be general or specific and may be suitable for replication across the agency as good practices.

**GSAM 542.15 – Contractor Performance Information**  
**GSAM 542.1503-71 – Information to collect**

Timeliness of delivery or performance	Yes	No	NA
(1) Adherence to contract delivery schedules.			
(2) Resolution of delays.			
(3) Number of “show cause” letters and “cure notices” issued.			
(4) Number of delinquent deliveries.			
(5) Number of contract extensions resulting from contractor-caused delays.			
(6) Timely submission or performance or required tests.			
(7) Other.			
<u>Observations (specify item #):</u>			
<u>Recommendations:</u>			

Conformance of product or service to contract requirements	Yes	No	NA
(1) Quality of workmanship.			
(2) Reliability.			
(3) Adequacy of correction of defects.			
(4) Number of safety defects.			
(5) Number of product rejections.			
(6) Results of laboratory tests.			
(7) Number and extent of warranty problems.			
(8) Other.			
<u>Observations (specify item #):</u>			
<u>Recommendations:</u>			

<b>Customer comments</b>	<b>Num</b>	<b>Qty</b>	<b>NA</b>
<b>(1) Number and quality of positive comments.</b>			
<b>(2) Number and nature of complaints.</b>			
<b>(3) Adequacy of resolving customer complaints.</b>			
<b>(4) Other.</b>			
<u><b>Observations (specify item #):</b></u>			
<u><b>Recommendations:</b></u>			

<b>Terminations for default</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<u><b>Observations (specify item #):</b></u>			
<u><b>Recommendations:</b></u>			

<b>On-the-job safety performance record, including the number of lost or restricted workdays due to occupational injuries in comparison to the national average</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<u><b>Observations (specify item #):</b></u>			
<u><b>Recommendations:</b></u>			

<b>Adequacy of contractor's quality assurance system</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<u><b>Observations (specify item #):</b></u>			
<u><b>Recommendations:</b></u>			

<b>Compliance with other key contract provisions</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>(1) Subcontracting program</b>			
<b>(2) Labor standards</b>			
<b>(3) Safety standards.</b>			
<b>(4) Reporting requirements</b>			
<u><b>Observations (specify item #):</b></u>			
<u><b>Recommendations:</b></u>			

Exhibiting customer-oriented behavior	Yes	No	NA
<u>Observations (specify item #):</u>			
<u>Recommendations:</u>			

Other performance elements identified	Yes	No	NA
<u>Observations (specify item #):</u>			
<u>Recommendations:</u>			

## RECORD OF EMERGENCY DATA

### PRIVACY ACT STATEMENT

**AUTHORITY:** 5 USC 552, 10 USC 655, 1475 to 1480 and 2771, 38 USC 1970, 44 USC 3101, and EO 9397 (SSN).

**PRINCIPAL PURPOSES:** This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, when applicable. **For military personnel**, it is used to designate beneficiaries for certain benefits in the event of the Service member's death. It is also a guide for disposition of that member's pay and allowances if captured, missing or interned. It also shows names and addresses of the person(s) the Service member desires to be notified in case of emergency or death. **For civilian personnel**, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of soliciting the SSN is to provide positive identification. All items may not be applicable.

**ROUTINE USES:** None.

**DISCLOSURE:** Voluntary; however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of benefits to designated beneficiaries if applicable.

#### INSTRUCTIONS TO SERVICE MEMBER

This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty (other family members or fiancé), and, to designate beneficiaries for certain benefits if you die. IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other personnel listed, for example, as a result of marriage, civil court action, death, or address change.

#### INSTRUCTIONS TO CIVILIANS

This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty. Not every item on this form is applicable to you. **This form is used by the Department of Defense (DoD) to expedite notification in the case of emergencies or death.** It does not have a legal impact on other forms you may have completed with the DoD or your employer.

**IMPORTANT: This form is divided into two sections: Section 1 - Emergency Contact Information and Section 2 - Benefits Related Information. READ THE INSTRUCTIONS ON PAGES 3 AND 4 BEFORE COMPLETING THIS FORM.**

### SECTION 1 - EMERGENCY CONTACT INFORMATION

1. NAME (Last, First, Middle Initial)		2. SSN	
3a. SERVICE/CIVILIAN CATEGORY <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DoD <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR			b. REPORTING UNIT CODE/DUTY STATION
4a. SPOUSE NAME (If applicable) (Last, First, Middle Initial)  <input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
5. CHILDREN a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)	d. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER
6a. FATHER NAME (Last, First, Middle Initial)	b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER		
7a. MOTHER NAME (Last, First, Middle Initial)	b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER		
8a. DO NOT NOTIFY DUE TO ILL HEALTH	b. NOTIFY INSTEAD		
9a. DESIGNATED PERSON(S) (Military only)	b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER		
10. CONTRACTING AGENCY AND TELEPHONE NUMBER (Contractors only)			



## INSTRUCTIONS FOR PREPARING DD FORM 93

(See appropriate Service Directives for supplemental instructions for completion of this form at other than MEPS)

All entries explained below are for electronic or typewriter completion, except those specifically noted. If a computer or typewriter is not available, print in black or blue-black ink insuring a legible image on all copies. Include "Jr.," "Sr.," "III" or similar designation for each name, if applicable. When an address is entered, include the appropriate ZIP Code. If the member cannot provide a current address, indicate "unknown" in the appropriate item. Addresses shown as P.O. Box Numbers or RFD numbers should indicate in Item 14, "Continuations/Remarks", a street address or general guidance to reach the place of residence. In addition, the notation "See Item 14" should be included in the item pertaining to the particular next of kin or when the space for a particular item is insufficient. If the address for the person in the item has been shown in a preceding item, it is unnecessary to repeat the address; however, the name must be entered. Those items that are considered not applicable to civilians will be left blank.

ITEM 1. Enter full last name, first name, and middle initial.

ITEM 2. Enter social security number (SSN).

ITEM 3a. Service. **Military:** Mark X in appropriate block. **Civilian:** Mark two blocks as appropriate. Examples: an Army civilian would mark Army and either Civilian or Contractor; a DoD civilian, without affiliation to one of the Military Services, would mark DoD and then either Civilian or Contractor as appropriate.

ITEM 3b. Reporting Unit Code/Duty Station. See Service Directives.

ITEM 4a. Spouse Name. Enter last name (if different from Item 1), first name and middle initial on the line provided. If single, divorced, or widowed, mark appropriate block.

ITEM 4b. Address and Telephone Number. Enter the "actual" address and telephone number, not the mailing address. Include civilian title or military rank and service if applicable. If one of the blocks in 4a is marked, leave blank.

ITEM 5a-d. Children. Enter last name (only if different from Item 1) first name and middle initial, relationship, and date of birth of all children. If none, so state. Include illegitimate children if acknowledged by member or paternity/maternity has been judicially decreed. Relationship examples: son, daughter, stepson or daughter, adopted son or daughter or ward. Date of birth example: 19950704. For children not living with the member's current spouse, include address and name and relationship of person with whom residing in item 5d.

ITEM 6a. Father Name. Last name, first name and middle initial.

ITEM 6b. Address and Telephone Number of Father. If unknown or deceased, so state. Include civilian title or military rank and service if applicable. If other than natural father is listed, indicate relationship.

ITEM 7a. Mother Name. Last name, first name and middle initial.

ITEM 7b. Address and Telephone Number of Mother. If unknown or deceased, so state. Include civilian title or military rank and service if applicable. If other than natural mother is listed, indicate relationship.

ITEM 8. Persons Not to be Notified Due to Ill Health.

- a. List relationship, e.g., "Mother," of person(s) listed in Items 4, 5, 6, or 7 who are not to be notified of a casualty due to ill health. If more than one child, specify, e.g., "daughter Susan." Otherwise, enter "None".
- b. List relationship, e.g., "Father" or name and address of person(s) to be notified in lieu of person(s) listed in item 8a. If "None" is entered in Item 8a, leave blank.

ITEM 9a. This item will be used to record the name of the person or persons, if any, other than the member's primary next of kin or immediate family, to whom information on the whereabouts and status of the member shall be provided if the member is placed in a missing status. Reference 10 USC, Section 655. **NOT APPLICABLE to civilians.**

ITEM 9b. Address and telephone number of Designated Person(s). **NOT APPLICABLE to civilians.**

ITEM 10. Contracting Agency and Telephone Number (**Contractors only**). **NOT APPLICABLE to military personnel.** Civilian contractors will provide the name of their contracting agency and its telephone number. Example: XYZ Electric, (703) 555-5689. The telephone number should be to the company or corporation's personnel or human resources office.

ITEM 11a. Beneficiary(ies) for Death Gratuity (**Military only**). Enter first name(s), middle initial, and last name(s) of the person(s) to receive death gratuity pay. A member may designate one or more persons to receive all or a portion of the death gratuity pay. The designation of a person to receive a portion of the amount shall indicate the percentage of the amount, to be specified only in 10 percent increments, that the person may receive. If the member does not wish to designate a beneficiary for the payment of death gratuity, enter "None," or if the full amount is not designated, the payment or balance will be paid as follows:

- (1) To the surviving spouse of the person, if any;
- (2) To any surviving children of the person and the descendants of any deceased children by representation;
- (3) To the surviving parents or the survivor of them;
- (4) To the duly appointed executor or administrator of the estate of the person;
- (5) If there are none of the above, to other next of kin of the person entitled under the laws of domicile of the person at the time of the person's death.

The member should make specific designations, as it expedites payment.

## INSTRUCTIONS FOR PREPARING DD FORM 93

(Continued)

ITEM 11a. (Continued) Seek legal advice if naming a minor child as a beneficiary. If a member has a spouse but designates a person other than the spouse to receive all or a portion of the death gratuity pay, the Service concerned is required to provide notice of the designation to the spouse. **NOT APPLICABLE to civilians.**

Item 11b. Relationship. **NOT APPLICABLE to civilians.**

ITEM 11c. Enter beneficiary(ies) full mailing address and telephone number to include the ZIP Code. **NOT APPLICABLE to civilians.**

ITEM 11d. Show the percentage to be paid to each person. Enter 10%, 20%, 30%, up to 100% as appropriate. The sum shares must equal 100 percent. If no percent is indicated and more than one person is named, the money is paid in equal shares to the persons named. **NOT APPLICABLE to civilians.**

ITEM 12a. Beneficiary(ies) for Unpaid Pay/Allowance (**Military only**). Enter first name(s), middle initial, last name(s) and relationship of person to receive unpaid pay and allowances at the time of death. The member may indicate anyone to receive this payment. If the member designated two or more beneficiaries, state the percentage to be paid each in item 10c. If the member does not wish to designate a beneficiary, enter "By Law." The member is urged to designate a beneficiary for unpaid pay and allowances as payment will be made to the person in order of precedence by law (10 USC 2771) in the absence of a designation. Seek legal advice if naming a minor child as beneficiary. **NOT APPLICABLE to civilians.**

ITEM 12b. Enter beneficiary(ies) full mailing address and telephone number to include the ZIP Code. **NOT APPLICABLE to civilians.**

ITEM 12c. If the member designated two or more beneficiaries, state the percentage to be paid each in this section. The sum shares must equal 100 percent. **NOT APPLICABLE to civilians.**

ITEM 13a. Enter the name and relationship of the Person Authorized to Direct Disposition (PADD) of your remains should you become a casualty. Only the following persons may be named as a PADD: surviving spouse, blood relative of legal age, or adoptive relatives of the decedent. If neither of these three can be found, a person standing in loco parentis may be named. **NOT APPLICABLE to civilians.**

ITEM 13b. Address and telephone number of PADD. **NOT APPLICABLE to civilians.**

ITEM 14. Continuations/Remarks. Use this item for remarks or continuation of other items, if necessary. Prefix entry with the number of the item being continued; for example, 5/John J./son/ 19851220/321 Pecan Drive, Schertz TX 78151. Also use this item to list name, address, and relationship of other persons the member desires to be notified. Other dependents may also be listed. This block offers the greatest amount of flexibility for the member to record other important information not otherwise requested but considered extremely useful in the casualty notification and assistance process. Besides continuing information from other blocks on this form, the member may desire to include additional information such as: NOK language barriers, location or existence of a Will, additional private insurance information, other family member contact numbers, etc. If additional space is required, attach a supplemental sheet of standard bond paper with the information.

ITEM 15. Signature of Service Member/Civilian. Check and verify all entries and sign all copies in ink as follows: First name, middle initial, last name. Include rank, rate, or grade if applicable. May be electronically signed (see DoD Instruction 1300.18 for guidelines).

ITEM 16. Signature of Witness. Have a witness (disinterested person) sign all copies in ink as follows: First name, middle initial, last name. Include rank, rate, or grade as appropriate. A witness signature is not required for electronic versions of the DD Form 93 (see DoD Instruction 1300.18).

ITEM 17. Date the member or civilian signs the form. This item is an ink entry and must be completed on all copies.





## DEFENSE CONTRACT MANAGEMENT AGENCY

3901 A. AVENUE, BUILDING 10500  
FORT LEE, VIRGINIA 23801-1809

### POLICY CHANGE

#### Contractor's Flight and Ground Operations

DCMA INST 8210.1C, Change 1  
APR 05 2017

OPI: DCMA-AO

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- 1. POLICY.** This notice implements DCMA INST 8210.1C, Change 1, Contractor's Flight and Ground Operations.
- 2. PURPOSE.** The Change supersedes AR 95 20, NAVAIRINST 3710.1G, AFI 10-220\_IP, COMDTINST M13020.3A, DCMA INST 8210.1C, 21 August, 2013, and all previous versions.
- 3. APPLICABILITY.** The Change applies to all new contracts where referenced, or through inclusion of DFARS 252.228-7001, Ground and Flight Risk. Chapter 7 of the Change applies immediately to all Government personnel performing Contract Administration Services (CAS) under FAR Subpart 42.302(a)(56) maintain surveillance of flight operations.
- 4. BACKGROUND.** The Change is in response to recommendations from the Services and Aviation Program Teams, and publication of National Aerospace Standard 3306, Rev 3, Facility Requirements for Aircraft Operations. It has been approved by the Services and the USCG. Service approval letters follow.
- 5. CHANGES.** The Change should be reviewed for red text throughout. Major changes include: new and revised Definitions; instructions for performing CAS on contractor-owned Aircraft performing Public Aircraft Operations (PAO); added ground operations procedures (GOPs) areas; new requirements for Risk Management (RM) programs; aligns Aircraft Rescue and Fire Fighting (ARFF) and Aircraft Facility Fire Response requirements to NAS 3306, Rev 3.
- 6. RELEASABILITY – UNLIMITED.** This Change is approved for public release.
- 7. EFFECTIVE DATE.** By order of the Director, DCMA, DCMA-INST 8210.1C, Change 1 is effective immediately and shall remain in effect until rescinded, or superseded, whichever is sooner.

Wendy M. Masiello, Lt Gen, USAF  
Director



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-4  
500 ARMY PENTAGON  
WASHINGTON, DC 20310-0500

POLICY CHANGE

Contractor's Flight and Ground Operations

DALO-ZA

AR 95-20, Change 1

31 MAY 2017

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- 1. POLICY.** This notice implements AR 95-20, Change 1, Contractor's Flight and Ground Operations.
  - 2. PURPOSE.** The Change supersedes AR 95-20, NAVAIRINST 3710.1G, AFI 10-2201P, COMDTINST M13020.3A, DCMA 1INST 8210.1C, 21 March, 2007, and all previous versions.
  - 3. APPLICABILITY.** The Change applies to all new contracts where referenced, or through inclusion of DFARS 252.228-7001, Ground and Flight Risk. Chapter 7 of the Change applies immediately to all Government personnel performing Contract Administration Services (CAS) *under FAR Subpart 42.302(a)(56) maintain surveillance of flight operations.*
  - 4. BACKGROUND.** The Change is in response to recommendations from the Services and Aviation Program Teams, and publication of National Aerospace Standard 3306, Rev 3, Facility Requirements for Aircraft Operations. It has been approved by the Services and the USCG. Approval letters on file with DALO-ZA.
  - 5. CHANGES.** The Change should be reviewed for red text throughout. Major changes include: new and revised Definitions; instructions for performing CAS on contractor-owned Aircraft performing Public Aircraft Operations (PAO); added ground operations procedures (GOPs) areas; new requirements for Risk Management (RM) programs; clarifies secondary delegation of contract administration for non-Contract Administration Service Components (EASC)s; aligns Aircraft Rescue and Fire Fighting (ARFF) and Aircraft Facility Fire Response requirements to NAS 3306, Rev 3.
  - 6. RELEASABILITY UNLIMITED.** This Change is approved for public release.
  - 7. EFFECTIVE DATE.** By order of the Deputy Chief of Staff, G-4, AR 95-20, Change 1 is effective immediately and shall remain in effect until rescinded, or superseded, whichever is sooner.

William F. Moore

Assistant Deputy Chief of Staff, G-4



## DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND  
RADM WILLIAM A. MOFFETT BUILDING  
47123 BUSE ROAD, BLDG 2272  
PATUXENT RIVER, MARYLAND, 20670-1547

### POLICY CHANGE

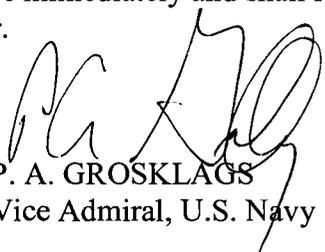
#### Contractor's Flight and Ground Operations

NAVAIRINST 3710.1G, Change 1

OPI: DCMA-AO

**MAY 27 2016**

1. **POLICY.** This notice implements NAVAIRINST 3710.1G, Change 1, Contractor's Flight and Ground Operations.
2. **PURPOSE.** The Change supersedes AR 95 20, NAVAIRINST 3710.1G, AFI 10-220\_IP, COMDTINST M13020.3A, DCMA INST 8210.1C, 21 March, 2007, and all previous versions.
3. **APPLICABILITY.** The Change applies to all new contracts where referenced, or through inclusion of DFARS 252.228-7001, Ground and Flight Risk. Chapter 7 of the Change applies immediately to all Government personnel performing Contract Administration Services (CAS) under FAR Subpart 42.302(a)(56) *maintain surveillance of flight operations*.
4. **BACKGROUND.** The Change is in response to recommendations from the Services and Aviation Program Teams, and publication of National Aerospace Standard 3306, Rev 3, Facility Requirements for Aircraft Operations. It has been approved by the Services and the USCG. Approval letters on file with OPI.
5. **CHANGES.** The Change should be reviewed for red text throughout. Major changes include: new and revised Definitions; instructions for performing CAS on contractor-owned Aircraft performing Public Aircraft Operations (PAO); added ground operations procedures (GOPs) areas; new requirements for Risk Management (RM) programs; clarifies secondary delegation of contract administration for non-Contract Administration Service Components (CASCs); aligns Aircraft Rescue and Fire Fighting (ARFF) and Aircraft Facility Fire Response requirements to NAS 3306, Rev 3.
6. **RELEASABILITY – UNLIMITED.** This Change is approved for public release.
7. **EFFECTIVE DATE.** By order of the Naval Air Systems Command, Commander NAVAIRINST 3710.1G, Change 1 is effective immediately and shall remain in effect until rescinded, or superseded, whichever is sooner.

  
P. A. GROSKLAGS  
Vice Admiral, U.S. Navy



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON DC

POLICY CHANGE

Contractor's Flight and Ground Operations

DCMA INST 8210.1C, Change 1

OPR: AFMC/A3V

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- 1. POLICY.** This notice implements DCMA INST 8210.1C, Change 1, Contractor's Flight and Ground Operations.
- 2. PURPOSE.** The Change supersedes AFI 10-220\_IP, DCMA INST 8210.1C, dated 21 August 2013, and all previous versions.
- 3. APPLICABILITY.** The Change applies to all new contracts where referenced, or through inclusion of DFARS 252.228-7001, Ground and Flight Risk. Chapter 7 of the Change applies immediately to all Government personnel performing Contract Administration Services (CAS) under FAR Subpart 42.302(a)(56) *maintain surveillance of flight operations*.
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- 5. CHANGES.** The Change should be reviewed for red text throughout. Major changes include: new and revised Definitions; instructions for performing CAS on contractor-owned Aircraft performing Public Aircraft Operations (PAO); added ground operations procedures (GOPs) areas; new requirements for Risk Management (RM) programs; aligns Aircraft Rescue and Fire Fighting (ARFF) and Aircraft Facility Fire Response requirements to NAS 3306, Rev 3.
- 6. RELEASABILITY – UNLIMITED.** This Change is approved for public release.
- 7. EFFECTIVE DATE.** By order of the Deputy Chief of Staff, Operations, AFI 10-220\_IP; DCMA-INST 8210.1C, Change 1 is effective immediately and shall remain in effect until rescinded, or superseded, whichever is sooner.

SCOTT A. VANDER HAMM, Maj Gen, USAF  
Assistant Deputy Chief of Staff, Operations



COMDTCHANGE NOTE 13020  
20 AUG 2016

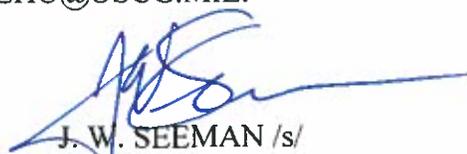
COMMANDANT CHANGE NOTICE 13020

Subj: CH-1 TO CONTRACTOR'S FLIGHT AND GROUND OPERATIONS, COMDTINST M13020.3A

1. PURPOSE. This Commandant Change Notice publishes a change to CONTRACTOR'S FLIGHT AND GROUND OPERATIONS, COMDTINST M13020.3A.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. With the addition of this Commandant Change Notice, CONTRACTOR'S FLIGHT AND GROUND OPERATIONS, COMDTINST M13020.3A, is updated.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. The Change should be reviewed for red text throughout. Major changes include: new and revised Definitions; instructions for performing CAS on contractor-owned Aircraft performing Public Aircraft Operations (PAO); added ground operations procedures (GOPs) areas; new requirements for Risk Management (RM) programs; aligns Aircraft Rescue and Fire Fighting (ARFF) and Aircraft Facility Fire Response requirements to NAS 3306, Rev 3.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Commandant Change Notice contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
  - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative

determinations relating to the environment. All future specific actions resulting from the general policies in this Commandant Change Notice must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Commandant Change Notice, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Commandant Change Notice.

7. DISTRUBUTION. No paper distribution will be made of this Commandant Change Notice. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/sitepages/home.aspx>.
8. PROCEDURE. If maintain a paper library, due to the many changes, remove and replace all pages of CONTRACTOR'S FLIGHT AND GROUND OPERATIONS, COMDTINST M13020.3A.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice has been evaluated for potential records management impacts. The development of this Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. APPLICABILITY. The Change applies to all new contracts where referenced, or through inclusion of DFARS 252.228-7001, Ground and Flight Risk. Chapter 7 of the Change applies immediately to all Government personnel performing Contract Administration Services (CAS) under FAR Subpart 42.302(a)(56) *maintain surveillance of flight operations*.
11. BACKGROUND. The Change is in response to recommendations from the Services and Aviation Program Teams, and publication of National Aerospace Standard 3306, Rev 3, Facility Requirements for Aircraft Operations. It has been approved by the Services and the USCG. Approval letters on file with OPI.
12. FORMS/REPORTS. None.
13. REQUEST FOR CHANGES. Units and individuals may recommend changes by emailing via the chain of command to: [ALCSEHO@USCG.MIL](mailto:ALCSEHO@USCG.MIL).



J. W. SEEMAN /s/  
Captain, U.S. Coast Guard  
Commanding Officer, Aviation Logistics Center

## CONTRACTOR'S FLIGHT AND GROUND OPERATIONS

**PURPOSE.** This Instruction supersedes DCMA INST 8210.1/AFI 10-220\_IP/AR 95-20/NAVAIRINST 3710.1F, COMDTINST M13020.3, 1 March, 2007, and all previous versions. It establishes requirements for flight and ground operations involving all contracted work performed on aircraft where this Instruction is incorporated as a contract requirement, as well as procedures to be followed by Government Flight Representatives (GFRs). Chapter 7 establishes policy and procedures to be followed by GFRs and does not establish any additional contractor requirements. This Instruction describes the content of the contractor's aircraft flight and ground operations procedures (hereafter identified as Procedures) and approval for these Procedures. It provides for the delegation of authority for such approvals, regardless of Service affiliation.

**APPLICABILITY AND SCOPE.** This Instruction applies to contractor personnel whose duties include the operation, production, modification, *development*, or maintenance of any aircraft (*with or without a wing or engine attached*), *including Government, Foreign Military Sales (FMS), pre-accepted, non-Government aircraft on contract to perform Public Aircraft Operations (PAO) and other aircraft, whether or not the Government has a vested interest in ownership*, under any contract which incorporates by reference or includes this Instruction, and to all GFRs appointed pursuant to those contracts. This instruction has been coordinated with and concurred by the Military Services (hereafter referred to as the Services). References in this instruction to FAA certifications or requirements may be substituted with applicable host nation equivalent certifications or procedures. Recommendations for new policies or procedures should be submitted through channels to HQ *Defense Contract Management Agency (DCMA)*, ATTN: DCMA-AO (the Office of Primary Interest (OPI) for this combined military Regulation/Instruction) for review. *The lead ACOM/Command/MAJCOM for contractor operations and all Service GFRs is:*

<i>Army</i>	<i>AMC</i>
<i>Navy/USMC</i>	<i>NAVAIRSYSCOM</i>
<i>USAF</i>	<i>AFMC</i>

**PRIVACY ACT.** The Privacy Act of 1974 affects this Instruction. This document requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are in Title 10, United States Code (U.S.C.), Section 8013 and Title 37 U.S.C. 301a.

**CHANGES.** Changes shall be coordinated with all Services and DCMA prior to incorporation into this Instruction. For specific guidance from each DoD Component, contact the following:

HQ DCMA:	DCMA-AO 8000 JEFFERSON DAVIS HWY, BUILDING 4A RICHMOND VA 23297-8000	(804) 279-6322
ARMY:	COMMANDER U. S. ARMY MATERIEL COMMAND ATTN: AMCOL-CA, 4400 MARTIN ROAD REDSTONE ARSENAL AL 35898-5000	(256) 450-7021
NAVY:	COMMANDER NAVAL AIR SYSTEMS COMMAND (AIR-09F) 22541 MILLSTONE ROAD, UNIT 10 PATUXENT RIVER MD 20670-1601	(301) 342-7233
AIR FORCE:	HQ AFMC/A3V 508 W CHOCTAWHATCHEE EGLIN AFB FL 32542-5713	(850) 882-7890
COAST GUARD:	COMMANDING OFFICER AVIATION LOGISTICS CENTER US COAST GUARD 1664 WEEKSVILLE RD BLDG 63 ELIZABETH CITY NC 27909-6725	(252) 335-6191

**GFR RESPONSIBILITIES.** GFRs perform the contract administration services (CAS) function – [FAR subpart 42.302\(a\)\(56\)](#) *maintain surveillance of flight operations*. GFRs are responsible for ensuring contractors establish and follow written Procedures IAW this Instruction. GFRs are bound by this Instruction for all contractor aircrew and flight approvals whenever this Instruction appears on contract. Further GFR responsibilities are described in Chapter 7.

**COMMANDER RESPONSIBILITIES.** Commanders having the administrative responsibility for any contract or other legal agreement (e.g., Cooperative Research and Development Agreements (CRADAs), special Other Transactions Authority (OTA), or Grants) containing this Instruction shall ensure a trained GFR is appointed to perform the [FAR subpart 42.302\(a\)\(56\)](#) CAS responsibilities.

**CONTRACTOR RESPONSIBILITIES.** Contractors are responsible for establishing and enforcing safe and effective written Procedures IAW this Instruction. Prime contractors shall ensure their subcontractors comply with the provisions of this Instruction.

**INFORMATION REQUIREMENTS.** The following forms are referenced and/or required in this instruction.

[DD Form 250, Material Inspection and Receiving Report](#)

[DCMA Form 644, Request for Flight Approval](#)

[DD Form 1716, Contract Data Package Recommendation/Deficiency Report](#)

[DD Form 1821, Contractor Crewmember Record](#)

[DD Form 2627, \(DRAFT\) Request for Government Approval For Aircrew Qualifications and Training](#)

[DD Form 2628, \(DRAFT\) Request for Approval of Contractor Crewmember](#)

*Wide Area Workflow Receiving Report (WAWF RR)*

#### Attachments

- [ATT 1](#) Glossary of Acronyms
- [ATT 2](#) DCMA Form 644, Request for Flight Approval
- [ATT 3](#) DD Form 2627, (DRAFT) Request for Government Approval For Aircrew Qualifications and Training
- [ATT 4](#) DD Form 1821, Contractor Crewmember Record
- [ATT 5](#) DD Form 2628, (DRAFT) Request for Approval of Contractor Flight Crewmember
- [ATT 6](#) GFR/GGFR Appointment Letter Sample Format
- [ATT 6.1](#) Applications for GFR/GGFR Appointments
- [ATT 7](#) Sample Supporting Contract Administration Delegation Format
- [ATT 7.1](#) Sample GFR/GGFR Cross Organizational LOA
- [ATT 8](#) Sample Survey Report Format
- [ATT 9](#) Sample Facility Data Sheet Format
- [ATT 10](#) Required Procedures Outline
- [ATT 11](#) Procedures Review Guide
- [ATT 12](#) Ground Operations Training Matrix
- [ATT 13](#) Corrective Action Requests
- ~~[ATT 14](#) Certificate of Compliance (Requirement rescinded)~~
- ~~[ATT 15](#) U.S. Armed Forces PAO Decision Tool~~
- ~~[ATT 16](#) Procedures Matrix for Contractor-owned Aircraft PAO Contracts~~
- ~~[ATT 17](#) DoD Accident Classification and CSSO List~~
- [ATT 18](#) Index
- [ATT 19](#) Resource Page

BY ORDER OF THE DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY,  
COMMANDANT, US COAST GUARD, AND THE SECRETARIES OF THE ARMY, THE  
AIR FORCE, AND THE NAVY

/s/ 5 June 2012

D. ARCHITZEL  
Vice Admiral, U.S. Navy  
Commander

/s/ 28 February 2013

RAYMOND T. ODIERNO  
*General, United States Army*  
*Chief of Staff*

Official:

JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

/s/ 18 July 2013

BURTON M. FIELD, Lt Gen, USAFDCS,  
Operations, Plans & Requirements

/s/ 22 May 2013

RONALD J. RÁBAGO  
Rear Admiral, United States Coast Guard  
Assistant Commandant for Engineering and Logistics

/s/ 21 August 2013

CHARLIE E. WILLIAMS, JR.  
DCMA Director

COORDINATION: DCMA (DCMA-AO), Army (HQ AMC: AMCOL-CA), Navy (AIR-09F),  
Air Force (HQ AFMC/A3V), Coast Guard (ALC)

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## Chapter 1

### DEFINITIONS

#### 1. Definitions as they apply to this Instruction.

1.1. Aircraft. For the purposes of this Instruction, unless otherwise provided in the contract, means:

1.1.1. Aircraft to be delivered to the Government under contract (either before or after Government acceptance), including complete aircraft and aircraft in the process of being manufactured, disassembled, or reassembled; provided that an engine, portion of a wing, or a wing is attached to a fuselage of the aircraft;

1.1.2. Aircraft, whether in a state of disassembly or reassembly, furnished by the Government to the Contractor under contract, including all Government property installed, in the process of installation, or temporarily removed; provided that the aircraft and property are not covered by a separate bailment agreement;

1.1.3. Aircraft furnished by the Contractor *to perform a service* under contract; or

1.1.4. Conventional winged aircraft, as well as helicopters, vertical take-off or landing aircraft, lighter-than air airships, unmanned aerial vehicles, or other nonconventional aircraft specified in contract.

#### 1.2. Aircraft Acceptance.

1.2.1. *Accepted Aircraft. Any aircraft which has been formally transferred to the Government.*

1.2.2. *Pre-Accepted Aircraft (New Production). Any aircraft for which the government has an equitable or vested interest, but has not been formally transferred to the Government.*

1.2.3. *Pre-Accepted Aircraft (Post Production). Aircraft already in the DoD inventory that are under a new contract (e.g., Maintenance, Modification, Repair, and Overhaul, (MMRO)) where the final [DD Form 250](#) or WAWF RR has not been completed).*

1.2.4. *Acceptance Documents. Acceptance may be accomplished via the DD Form 250, Material Inspection and Receiving Report, or the Wide Area Workflow Receiving Report (WAWF RR). The [DD Form 250](#) and WAWF RR is a multipurpose report used: (1) to provide evidence of Government contract quality assurance at origin or destination; (2) to provide evidence of acceptance at origin or destination; (3) for packing lists; (4) for receiving; (5) for shipping; (6) as a contractor invoice; and (7) as commercial invoice support. The primary acceptance document is the WAWF RR, which is now required by most DoD contracts.*

#### 1.3. Aircraft Identification Conventions.

1.3.1. Aircraft Basic Mission (Class/Type). Identifies the primary function and capability of an aerospace vehicle (e.g., Attack, Fighter, Helicopter, Patrol, Transport, Trainer). Aircraft Basic Mission is represented by a letter of the alphabet (e.g., Fighter (E-16); Transport (C-135); Trainer (T-38); Bomber (B-1)).

1.3.2. Modified Mission. Identifies modifications to the Basic Mission of an aircraft. The modified mission identification appears to the left of the Basic Mission symbol (e.g., UAS/SUAS (MQ-1B); tanker (KC-135R); cargo (CH-47D), anti-submarine (SH-60B).

1.3.3. Aircraft Design (Model). Identifies major changes within the same Basic Mission. Design numbers appear to the right of the Basic Mission symbol, separated by a dash (e.g., F-16; H-60; C-17).

1.3.4. Aircraft Series. Identifies the production model of a particular design number representing major modifications significantly altering systems components. Consecutive series symbols appear to the immediate right of the design number (e.g., the F-16A and F-16C, the KC-135A and KC-135R, the AH-64A and AH-64D).

1.4. Aircraft Operations. Operations as described in FAR subpart 42.302(a)(56), includes flight and ground aircraft operations.

1.4.1. *Aircraft Operations (as defined by U.S. Code). In the U.S. National Airspace System (NAS), aircraft operations are divided into two categories, Civil Aircraft Operations and Public Aircraft Operations (PAO).*

1.4.1.1. *Civil Aircraft Operations. Anything other than those determined to be Public Aircraft Operations.*

1.4.1.2. *Public Aircraft Operations. In general, the Government considers an aircraft operation "Public" when the aircraft is owned by the Government, or is used by the Government and operates outside of the purview of its FAA airworthiness certificate (e.g., configuration, operational use, flight rules, or maintenance). Aircraft operations in the National Airspace System (NAS) normally require compliance with CFR Part 91. Note: The Services make PAO determinations on a case by case basis. The contracting officer shall provide the contractor a "Declaration of Public Aircraft Operations" Letter. Refer to US Armed Forces PAO Decision Tool ([Attachment 15](#)), and the FAA PAO Circular 00-1.1(Series).*

1.4.2. *International Definitions of Aircraft. Under the Chicago Convention, there are two categories of aircraft. State aircraft include those used in military, police and customs services. Civil aircraft are simply any aircraft that are not State aircraft. The Chicago convention and international law consider certain aircraft used in military, customs and police services, but not formally declared State aircraft, to be "deemed State aircraft". This definition does not include civil aircraft but may include certain contracted air services. Note: There is no difference in the definition whether the aircraft is a manned aircraft or an unmanned aircraft system (UAS).*

1.5. *Aircraft Operations – (Contracted). Contracts that support government operations can involve variations that describe the roles of the contractors and the government. Contractor operations in support of acquisition programs often are Government Owned Contractor Operated (GOCO) operations. This describes the relationship of the contractor operating aircraft owned by the government (to include Pre-accepted aircraft that are contractor held). GOCO also applies to contracted aircrews supporting military operations in government aircraft to include test, transportation and training. Contractor-owned Contractor Operated (COCO) implies that the contractor is supporting a government requirement with their own aircrews and aircraft. Contractor-owned*

*Government Operated (COGO) implies that the contractor is supporting a government requirement with their own aircraft manned by Government aircrews. COGO operations are always PAO. COCO operations can be Civil or PAO depending on the various factors that distinguish the two and as a result, the regulations and responsible authorities for these operations can shift from flight to flight depending on the operation.*

1.6. Aircraft Rescue and Fire Fighting (ARFF). The fire fighting action taken to prevent, control, or extinguish fire involving, or adjacent to, an aircraft. The purpose of ARFF is to suppress the fire long enough to rescue any incapacitated crewmembers and non-crewmembers, maintain maximum escape routes for ambulatory aircraft occupants, protect fire fighting personnel, and minimize the damage to the aircraft.

1.7. *Airworthiness. The ability of an aircraft to safely attain, sustain, and terminate flight within an approved operating envelope. Airworthiness is normally defined as having two components; initial airworthiness and continuing airworthiness. Initial airworthiness relates to the aircraft's initial engineering design and certification. Continuing airworthiness relates to operating the aircraft in an approved configuration, in accordance with established maintenance, training, and operational limits, and within approved safety standards.*

1.8. Approving Authority. The commander or designee of one of the following organizations having the administrative responsibility for a particular contract. (Note: [GFRs](#) receive their appointment letters from their Approving Authority. See Chapter 7, Paragraph 7.4, and [Attachment 6.1](#), *Applications for GFR/GGR Appointments*, for additional guidance.)

1.8.1. Army – Heads of Contracting Activity (HCAs) or Principal Assistant Responsible for Contracting (PARC). The authority may be delegated within the contracting activity no lower than the Procuring Contracting Officer (PCO). No delegations are authorized external to the contracting activity.

1.8.2. Navy - Commander, Naval Air Systems Command (COMNAVAIRSYSCOM). Delegated to other Controlling Custodian Commanders who administer FAR subpart 42.302 responsibilities for organizational level support and training contracts.

1.8.3. Air Force - *Head of Contracting Activity* (HCA).

1.8.4. US Coast Guard – Commanding Officer, USCG ALC.

1.8.5. DCMA - Director, DCMA; Operations Directorate, Chief Operating Officer (COO); Director, DCMA International (DCMAI); Director, DCMA Special Programs (DCMAS); DCMA Region Commanders/Directors; Commanders, Defense Contract Management Agency Contract Management Offices (CMOs); (May not be redelegated).

1.8.6. Non DoD/Other - Commander of the Procuring Activity

1.9. *Army Nonstandard Aircraft. Army aircraft not classified standard or aircraft obtained from other DoD activities or commercial sources.*

1.10. Aviation Program Team (APT). The Aviation Program Team (APT) is responsible for performing the FAR subpart [42.302](#)(a)(56) CAS mission. APTs consist of the Government Flight Representative (GFR) and alternates, Government Ground

Representatives (GGRs), Contract Safety Specialist/Contract Safety Manager (CSS/CSM), and where appropriate, the Quality Assurance Representative / Specialist (QAR/QAS). The GFR leads the APT. Where no GFR is assigned, the APT consists of the GGFR, GGR (if assigned), CSS/CSM, and where appropriate, the QAR.

1.11. Aviation Safety Official (ASO). The contractor individual assigned primary responsibility for developing and administering the contractor's aviation safety program.

1.12. Bailed Aircraft. Any Government-owned aircraft provided to a contractor under a Bailment Agreement for use in conjunction with a specific contractual requirement. Aircraft are usually bailed to a contractor to perform Government contract work. Aircraft are usually leased to a contractor for the contractor's use.

1.13. Certificate. Includes documents reflecting successful completion of FAA certification, FAA/Military flight physicals, and training to include: physiological, altitude chamber, centrifuge, qualification, life support, egress, survival, CRM, and other training required by [Service Guidance](#).

1.14. Certified. Endorsed authoritatively as having met certain requirements; possesses the appropriate documentation (e.g., Letter of Designation (LoD), *training record entry indicating appropriate* certification in the case of NDT, welding, etc.).

1.15. Check Flights. Flights to determine compliance with contractual requirements, such as Acceptance Check Flights (ACFs) and Functional Check Flights (FCFs), which include:

1.15.1. Any flight performed to accept or functionally check new aircraft production.

1.15.2. Any flight performed to accept or functionally check accomplishment of depot maintenance, contract maintenance, or modification.

1.15.3. Any flight performed to determine whether an aircraft or its various components are functioning according to predetermined specifications when subjected to the flight environment.

1.16. Certificate of Waiver or Authorization (COA). Certificate issued by the Federal Aviation Administration (FAA) authorizing UAS/SUAS operations in the National Airspace per specifically stated requirements, restrictions, and limitations.

1.17. Cognizant Service Safety Office (CSSO). The CSSO is the Service safety office that has primary responsibility for mishap investigation and reporting on a specific aircraft and contract (Example: Tinker AFB Flight Safety is the CSSO for all KC-135 aircraft while those aircraft are Air Force Materiel Command assets under contract for major modification or PDM.).

1.18. Component. The Service of the Approving Authority as defined above.

1.19. Composite Tool Kits (CTKs). CTKs are tool boxes, tool kits, tool cabinets, tool shelves, equipment kits, etc. (mobile or stationary).

1.20. Contract Administration Services (CAS). Those actions accomplished by the Government including quality assurance (QA), safety, flight operations, and others listed in [Federal Acquisition Regulation \(FAR\) 42.302, Contract Administration Functions](#).

- 1.21. Contract Administration Services Component (CASC). A Contract Management Office (CMO) of Defense Contract Management Agency (DCMA) or a Service which performs CAS in a designated geographical area or a specific contractor's facility as listed in the *Federal Directory of Contract Administration Services (CAS) Components*.
- 1.22. Contract Flight. Any flight under contract regardless of crewmember organization.
- 1.23. Contract Management Office (CMO). The DCMA office which performs assigned functions related to the administration of contracts and preaward functions. The focal point is the Administrative Contracting Officer (ACO).
- 1.24. Contracting Officer (CO/KO).
- 1.24.1. Administrative Contracting Officer (ACO). Individual possessing a contracting warrant who has been delegated authority to perform transactions on behalf of the Government in support of assigned contracts pursuant to [FAR subpart 42.302](#).
- 1.24.2. Procuring Contracting Officer (PCO). The only individual authorized to issue a solicitation and award a contract. The PCO is warranted and appointed by the Head of the Contracting Agency. In most instances, the term "contracting officer" refers to the PCO.
- 1.25. Contractor. Any individual, corporation, or other entity whose personnel may operate aircraft; or perform aircraft maintenance, modification or production.
- 1.26. Contractor's Requesting Official (CRO). The individual appointed by the contractor and authorized to sign a "Request for Approval for Qualification Training," "Request for Approval of Contractor Crewmember," and "Request for Flight Approval." Prime contractors may appoint a subcontractor individual as CRO.
- 1.27. Control. To reduce or prevent the unintentional spread of, to verify, or regulate, as in FOD and Tool Control programs.
- 1.28. Crewmember. Any instructor/flight examiner, pilot, copilot, unmanned aircraft (UA) operator, flight engineer, navigator, weapons system operator, bombardier navigator, combat systems operator (CSO), radar intercept operator, boom operator, crew chief, loadmaster, defensive/offensive system operator, and other flight manual or applicable document handbook identified crewmember when assigned to their respective crew positions to conduct any flight under the contract. NOTE: Only the aircraft operators are considered crewmembers for UA operations.
- 1.29. [DD Form 250](#). See paragraph 1.2.4.
- 1.30. Engineering Test Flights.
- 1.30.1. Subsystem development flights (e.g., bombing/navigation, autopilot, fire control, systems).
- 1.30.2. Flights where the aircraft serves as the vehicle carrying the item to be checked (e.g., electronic countermeasure stores, a radar system, a missile).
- 1.30.3. Component development and reliability flights not included under Paragraph 1.30.2. (above).

1.31. Experimental Test Flights. Flights that are conducted to determine or demonstrate critical operating characteristics of an aircraft. These flights often involve greater than normal risk. These include, but are not limited to:

1.31.1. Initial flights of a new mission, type/design or series aircraft, high angle of attack tests, flutter and loads tests, and critical stores separation tests.

1.31.2. Flights to determine or expand flight or propulsion system envelopes.

1.31.3. Flights to initially determine the performance, flight characteristics, and handling qualities.

1.31.4. Flights of an aircraft whose flight characteristics may have been altered by configuration changes.

1.31.5. Initial flights of the first production aircraft of a new mission, type/design, or series.

1.31.6. Initial flights of the first of those aircraft which have undergone "major modification" as determined by the Program Manager.

1.31.7. Component development flights where failure of the test component would make the flight hazardous in nature and/or involve greater than normal risk as determined by the Program Manager, with advice from the contractor and GFR.

1.32. FAR and DFARS References. The Federal Acquisition Regulation (FAR) and Defense FAR Supplement (DFARS) are composed of policy guidance for contracting officers, and clauses for use in contracts. The DFARS, issued by the Office of Deputy Assistant Secretary of Defense (Procurement), provides DoD implementation guidance and policies and procedures unique to DoD. Policy guidance includes instructions to contracting officers on Government policy and when to use the contract clauses contained in Part 52 of the FAR and Part 252 of the DFARS. Contract clauses set forth agreements between the Government and the contractor. NOTE: Non-DoD contracts may follow internal contracting processes or specific contract wording to accomplish the intent of FAR and DFARS clauses. Some of the pertinent clauses that relate to aircraft contracts follow:

1.32.1. [FAR Subpart 42.202, Assignment of Contract Administration](#). Describes how contract administration functions are assigned, redelegated, rescinded or refused.

1.32.2. [FAR Subpart 42.302, Contract Administration Functions](#). Lists the normal CAS functions assigned by the contracting officer and performed by a contract administration office (CAO). FAR Subpart 42.302 (a)(56) is the CAS function that this Instruction describes.

1.32.3. DFARS Part 228.3, *Insurance*, [Subpart 228.370, Additional clauses](#). Requires inclusion of the [GFRC](#) in DoD aircraft contracts.

1.32.4. [DFARS Subpart 242.2, Contract Administration Services](#). Describes responsibilities for the normal assignment of contract administration services at contractor facilities, and for base, post, camp and station contracts.

1.32.5. [DFARS 252.228-7001, Ground and Flight Risk \(GFRC\)](#). Used to indemnify contractors of liability under Government aircraft contracts. Requires contractors to

comply with the operating procedures contained in the combined Instruction entitled 'Contractor's Flight and Ground Operations' in effect on the date of contract award. The requirement to follow the Combined Instruction is a contractual requirement and applies independently of the Government's assumption of risk via the [GFRC](#). This requirement is applicable even when Government withdraws coverage under the [GFRC](#).

1.32.6. DFARS 252.228-7002, *Aircraft Flight Risk* (AFRC). Superseded. May be in use for contracts signed before 8 June, 2010. Used to indemnify contractors of liability under Government aircraft contracts. Normally used for cost-plus contracts. Requires contractors to comply with the operating procedures contained in the combined Instruction entitled 'Contractor's Flight and Ground Operations' in effect on the date of contract award.

1.32.7. [DFARS 252.228-7005, Accident Reporting and Investigation Involving Aircraft, Missiles, and Space Launch Vehicles](#). Requires contractors to notify and cooperate with the Government when contract aircraft are damaged.

1.33. Flight Crews. Includes crewmembers and non-crewmembers.

1.34. Flight Operations. Those aircraft operations where intent for flight exists. This instruction uses the term "flight" as defined in the [GFRC](#). High speed taxi and helicopter/tiltrotor hover taxi are also considered flight operations activities.

1.35. *Foreign Military Sales. Foreign Military Sales (FMS) refers to that portion of US Security Assistance authorized by the Arms Export Control Act (AECA)( 22 USC § 2751 et seq.), and conducted on the basis of formal contracts or agreements between the United States Government and an authorized recipient government or international organization. FMS includes government-to-government sales of defense articles or defense services, from DoD stocks or through new procurements under DoD-managed contracts, regardless of the source of financing. Simply stated, FMS cases occur when the U.S. Government brokers with a contractor to build aircraft, and the U.S. Government sells it to a foreign country. When operated by Service personnel, or contractors on behalf of a Service, the aircraft operations under a FMS case in U.S. National Airspace, the operations are PAO, and come with responsibilities for airworthiness.*

1.36. FOD. Foreign Object Damage/Foreign Object Debris.

1.36.1. Foreign Object Damage (FOD). Any damage attributed to a foreign object that may be expressed in physical or economic terms, which may or may not degrade the product's required safety and/or performance characteristics. FOD prevention programs are also known as Foreign Object Elimination (FOE) programs.

1.36.2. Foreign Object Debris (FOD). A substance, debris or article alien to an aircraft or system which would potentially cause damage.

1.37. Government Flight Representative (GFR). (See Chapter 7, for the GFR selection and assignment process.) GFRs (as defined below) are:

1.37.1. GFR (Aircraft Flight and Ground Operations). A rated U.S. Military officer, or Government civilian in an aviation position, to whom the Approving Authority has delegated responsibility for approval of contractor flights, Procedures, crewmembers,

and ensuring contractor compliance with applicable provisions of this Instruction (see [Attachment 6](#), *GFR/GGFR Appointment Letter Sample Format*, for sample appointment letter).

1.37.2. Alternate GFR. A rated U.S. Military officer, or Government civilian in an aviation position, to whom the Approving Authority has delegated responsibility to perform GFR duties in the absence of the primary GFR (as defined in Paragraph 1.37.1 above).

1.37.3. Ground GFR (GGFR). A U.S. Military aircraft maintenance officer or NCO (E-7 or above), or Government civilian equivalent, to whom the Approving Authority has delegated responsibility for approval of Procedures related to aircraft ground operations and ensuring contractor compliance with applicable provisions of this Instruction (see [Attachment 6](#), *GFR/GGFR Appointment Letter Sample Format*, for sample appointment letter). GGFRs (as defined by this paragraph) are not authorized to act as a GFR (Aircraft Flight and Ground Operations (Paragraph 1.37.1)) or an alternate GFR (Paragraph 1.37.2), approve contractor crewmembers, flights, flight related portions of the Procedures, or any function/procedure described in this Instruction's [Chapter 4](#) (Flight Operations). The Approving Authority may appoint an alternate GGFR.

1.38. Government Ground Representative (GGR). A U.S. Military aircraft maintenance officer or NCO (E-7 or above), or Government civilian equivalent, with responsibility for surveillance of contractor aircraft ground operations as part of an Aviation Program Team (APT). GGRs differ from GGFRs in that GGRs have no authority to approve GOPs. GGRs shall know the status of all contractor facilities, equipment, group personnel training and certification, technical data, and Procedures involving aircraft ground operations.

1.39. Government-Furnished Equipment (GFE)/Property (GFP). Any Government-owned equipment, including aircraft, aircraft parts, or Ground Support Equipment (GSE) provided to a contractor for use in conjunction with a specific contractual requirement.

1.40. *Ground Operations. Comprised of aircraft operations, performed on/in/or around the aircraft, without the intent for flight. Specific ground operations include, but are not limited to: towing, jacking, lifting, mooring, fueling, hangaring, taxiing (other than hover taxiing and high speed taxi operations), ground runs (engines/APUs, propeller(s)/ rotor(s)), external power application, landing gear & control surface movement, operation of associated aerospace ground support equipment, and Aircraft Rescue and Fire Fighting (ARFF). Ground Operations are separate and distinct from the manufacturing processes themselves, but sometimes facilitate the manufacturing and industrial process by supporting activities such as; aircraft maintenance, modification, repair, and overhaul, (MMRO) and production/assembly/check-out. Examples of these supporting Ground Operations are: FOD control early in the manufacturing process, weight and balance of components, etc. Requirements for ground operations procedures (GOPs) exist even prior to when the Government assumes the risk of loss or accepts the aircraft.*

1.41. Ground Personnel. Personnel designated by the contractor to perform ground operations.

1.42. Hardware Control. A method for the control of loose hardware such as nuts, bolts, cotters pins, rivet heads, etc. used to prevent FOD.

*1.43. Industrial Procedures. Technical instructions (Service or contractor) that describe assembly, disassembly, repair, removal and installation process steps, maintenance, general aircraft manufacturing guidance/plans, build plans, sub-assembly manufacture, and engineering instructions.*

1.44. Intent for Flight. For operations under contract use the specific Service definition.

1.45. Leased Aircraft. Any Government-owned aircraft provided to a contractor under a Lease Agreement. Aircraft are usually leased to a contractor for the contractor's use. Aircraft are usually bailed to a contractor to perform Government contract work. [DoD Instruction 7230.08, Leases and Demonstrations of DoD Equipment](#), further clarifies leased aircraft procedures and requirements. Lease agreements are legal contracts between the Government Program Office and the contractor.

1.46. Maintenance Test Flight (Army).

1.46.1. Any flight performed to accept or check accomplishment of maintenance or modification.

1.46.2. Flight performed to determine whether an aircraft and its various components are functioning according to predetermined specifications while subjected to the flight environment.

1.47. May. Denotes the permissive. However, the term "no person may..." means that no person is required, authorized, or permitted to do the act described.

1.48. Mixed Crews. Flight crews composed of a mix of Government and contractor personnel, or multiple contractors.

1.49. Non-crewmember. Personnel, other than crewmembers or passengers, designated by the Contractor's Requesting Official (CRO) to perform a necessary function while the aircraft is in flight, for example: maintenance personnel observing the performance of malfunctioning equipment to help ascertain the cause of equipment failure, photographers, and systems operators. *Maintenance/Engineering Support Personnel (MESP) are non-crewmembers (USAF).*

1.50. Orientation Flight. A flight (usually performed within the local flying area) to familiarize selected personnel with the mission of the aircraft. Orientation flights are always Point A to Point A.

1.51. Privileged Safety Information. Statements, reports or testimony given to a safety investigator or board pursuant to a promise of confidentiality, and any direct references to any such statements or testimony elsewhere in a report. The findings, evaluations, analyses, opinions, conclusions, recommendations and other indications of the deliberative processes of a safety investigator, safety investigation boards, endorsers and reviewers are also privileged safety information.

1.52. Procedures. Separate and distinct written instructions developed by the contractor and approved by the GFR, which delineate the processes contractor personnel shall follow while conducting operations affecting aircraft subject, by contract,

to the requirements of this Instruction. Procedures may be divided into two parts; Flight Operations Procedures (FOPs) and Ground Operations Procedures (GOPs). The terms Procedures and Contractor's Procedures are synonymous.

1.53. Program Manager (PM). The Program Manager is designated, under [DoD 5000.1, The Defense Acquisition System](#), as the individual in the Services who is responsible for the management of a system acquisition program. He/she depends on a warranted Procuring Contracting Office (PCO) to assist him/her in the critical steps of fulfilling program objectives.

1.54. Program Office (also System Program Office (SPO), Program Management Office (PMO), Program Management Aircraft (PMA)). The office which provides life cycle management of aircraft programs.

1.55. *Public Aircraft Operations. See paragraph 1.4.1.2.*

1.56. Qualified. Meets the necessary training and proficiency (complete task without direct supervision) requirements for a task.

1.57. *Quality Procedures. Those procedures related to ensuring product form, fit or functionality. Examples include company quality manuals, and published quality standards like ISO 9000/AS9100.*

1.58. Service Guidance. *“Service Guidance” is the procuring Service’s regulations, instructions, flight manuals, and technical publications listed below, and those specified in the contract in effect on the date of contract award (unless the contract is modified with respect to specific Service Guidance changes), which are applicable to the specific flight and/or ground operations conducted by the contractor. Service Guidance is not to be interpreted as requiring the day to day administrative functions that govern operations in Government organizations. As stated, contractors are only bound by the portion of Service Guidance that is applicable to the aircraft operations being performed under contract. Service Guidance does not automatically include the Service instructions/regulations that are referenced in the Service Guidance. If a Service Guidance instruction/regulation addresses a specific topic by referencing a second tier Service instruction/regulation, that referenced section in the second tier document shall be considered required Service Guidance for that topic. Service Guidance (that which is in effect on the date of contract award (unless modified)) includes the following:*

1.58.1. For USAF aircraft contracts: *AFI 10-220\_IP (AFMC Supplement)*, (Manned/UAS) AFI 11-202, Vol 1-3 and applicable AFMC supplements; AFI 11-2FT, Vol 1-3; AFI 11-401, AFI 11-301, AFI 16-1301, and applicable AFMC supplements. (SUAS) AFI-11-502 Vol 1-3 and applicable AFMC supplements; AFI 11-5FT Vol 1-3. (Contractor personnel integrated with Air Force maintenance personnel on Air Force installations only) AFI 21-101 and *MAJCOM/local supplements.*

1.58.2. For USN/USMC aircraft contracts: OPNAV Instruction 3710.7 and applicable aircraft general NATOPS FLIGHT MANUALS. *For COCO PAO, Navy Service Guidance is: applicable aircraft NATOPS FLIGHT MANUALS.*

1.58.3. For USA aircraft contracts: AR 70-62, AR 95 (series), AR 40-501, AR 385 series, and applicable technical manuals.

1.58.4. For USCG aircraft contracts: Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), and Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).

1.59. Shall. Denotes the imperative.

1.60. Should. Indicates a desired, though not required, outcome.

1.61. Sortie. For record and reporting purposes of this Instruction, a sortie is defined as a flight by one aircraft. A sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne flight when the aircraft returns to the surface and,

1.61.1. The engines are stopped or,

1.61.2. Aircraft has been on the surface for 5 minutes, whichever comes first between 1.61.1 and 1.61.2 or,

1.61.3. Change is made in the pilot in command (for manned aircraft).

1.62. Support Flights. These include but are not limited to:

1.62.1. Photographic,

1.62.2. Chase,

1.62.3. Rescue and recovery,

1.62.4. Target or target towing,

1.62.5. Aircraft delivery,

1.62.6. Orientation,

1.62.7. Demonstration flights,

1.62.8. Severe weather evacuation flights,

1.62.9. Cargo and/or personnel transport flights. This includes flights of an emergency nature,

1.62.10. Aircrew evaluation, training, and currency and,

1.62.11. Product or Mission Support Flights (including deployments) as directed by the Services.

*1.63. Supporting Contract Administration. Supporting Contract Administration (SCA) delegations are formal written agreements between the administering CAS Component (CASC) organization and another CASC organization, and are the preferred method used to transfer [FAR subpart 42.302\(a\)](#) requirements from one CASC organization to another. This is done when, for example, contract work is performed at geographically separated locations. If the supporting unit commander is not a CASC commander see [DFARS 242.202](#) paragraph (e)(1)(A)*

1.64. Technical Data. Documents/instructions/procedures which can be in the form of Service Guidance, or ~~Service approved~~ *Original Equipment Manufacturer (OEM)* procedures, contractor engineering instructions, or equivalent.

1.65. Test Aircraft. Any aircraft used for research, development or test and evaluation purposes.

1.66. Trained. Instructed in the necessary knowledge and skills to perform assigned duties and responsibilities.

1.67. Tools. Items used in the performance of a maintenance, manufacturing, or assembly/disassembly task, or operation are considered tools. Miscellaneous parts, hardware, and personal items are not considered tools.

1.68. Unmanned Aircraft (UA). Includes any aircraft that is operated without an operator onboard (piloted remotely or autonomously). UAs have been known as Unmanned Aerial Vehicles (UAV), Remotely Operated Aircraft (ROA), Remotely Piloted Aircraft (RPA), Remotely Piloted Vehicles (RPV), Unmanned Aircraft Systems (UAS) and Small Unmanned Aircraft Systems (SUAS). *Optionally piloted aircraft will be treated as UAVs when unmanned. Unmanned aircraft may also include aerostat balloons.*

1.69. Unmanned Aircraft Observer. Individual required to perform the see-and-avoid function for UA operations through direct visual contact.

1.70. Unmanned Aircraft System (UAS/SUAS). Includes the aircraft (UA), communications, control systems, and ground support elements. UAS/SUAS aircraft are classified by Groups as defined below

1.70.1. UA Group 1. Typically weigh less than 20 pounds. Normally operate VFR in Class E, G, Special Use Airspace, or Uncontrolled Airspace. Normal operations are below 1200 feet AGL and at speeds less than ~~100~~ 250 knots.

1.70.2. UA Group 2. Typically weigh 21-55 pounds. Normally operate VFR in Class D, E, G, or Special Use Airspace. Normal operations are below 3500 feet AGL and at speeds less than 250 knots.

1.70.3. UA Group 3. Typically weigh more than 55 pounds but less than 1320 pounds. Normally operate VFR in Class D, E, G, or Special Use Airspace. Normal operations are below 18,000 feet MSL and at speeds less than 250 knots.

1.70.4. UA Group 4. Typically weigh more 1320 pounds. Normally operate VFR in all airspace below 18,000 feet MSL and at any airspeed.

1.70.5. UA Group 5. Typically weigh more 1320 pounds. May operate VFR or IFR in all airspace above or below 18,000 feet MSL and at any airspeed.

*1.71. Wide Area Workflow Receiving Report (WAWF RR). See paragraph 1.2.4.*

## Chapter 2

### WAIVER PROCEDURES

2. Waivers. A waiver is written relief from a specific contractual requirement. *Waivers may be limited to specific contracts, locations, individuals or conditions.* The contractor should request a waiver when specific requirements add cost or complexity to contract accomplishment without increasing safety or reducing Government's risk, or when alternate procedures or requirements can be substituted which provide equivalent levels of safety, proficiency and/or risk mitigation. The contractor shall comply with the contract and this Instruction until the waiver is granted. ACOs and PCOs, shall not use the contract modification process for aviation contracts to waive this Instruction or Service Guidance requirements. DFARS Part 228.3, *Insurance*, subpart 228.370 – Additional Clauses, describe the limits imposed on the PCO for modifying the GFRC. When issued, waivers ~~shall be valid no more than the length of the applicable contract~~ and shall be attached to the Procedures. All waivers shall be reviewed at least annually by the GFR to ensure the requirements for the waiver are still valid. There are three types of waivers that affect contractor aircraft operations; waivers to this Instruction; waivers to Service Guidance; and contract waivers.

2.1. Waivers to this Instruction.

2.1.1. Waiver requests to this Instruction are generated by the contractor.

2.1.2. Content. Waiver requests *are written on company letterhead and must detail the justification for the waiver.* Contractor shall submit a risk management analysis and risk mitigation plan to reduce the risk to aircraft operations affected by the waiver. Waiver requests must be in written or electronic format. (USAF: To expedite the waiver process, contractors should document/submit waiver requests on an AFMC Form 73.)

2.1.3. Routing. Send all requests for waivers to this Instruction to the GFR. The GFR shall ensure the ACO receives a copy of the waiver package. DCMA GFRs shall forward waiver requests with recommendations through their chain of command to DCMA-AO. DCMA-AO will endorse the waiver with recommendations, and forward it to the waiver authority of the Instruction. Service GFRs shall forward waiver requests with recommendations directly to the waiver authority. (USAF: If the AFMC Form 73 is used, the GFR will be listed as the Action Officer in Section 1. The GFR shall indicate their concurrence or non-concurrence (with or without comment) with the contractor waiver request.)

2.2. Service Guidance Waivers.

2.2.1. Waivers to Service Guidance are generated by the contractor.

2.2.2. The use of Service Guidance in a contract ensures that contractor's flight and ground operations risk levels parallel the risk accepted by the Services. Though "contractor" operations may not have been considered when Service Guidance was developed, contractors must comply with the Service Guidance as written (when required by this instruction) or seek relief through the waiver process. Use this process when requesting relief from requirements of Service Guidance, flight manuals and technical publications.

2.2.3. Content. Waiver requests *are written on company letterhead and must detail the justification for the waiver*. Contractor shall submit a risk management analysis and risk mitigation plan to reduce the risk to aircraft operations affected by the waiver. Waiver requests must be in written or electronic format. (USAF: To expedite the waiver process, contractors should document/submit waiver requests on an AFMC Form 73.)

2.2.4. Routing. From the contractor's viewpoint the routing process for [Service Guidance](#) is the same as for waivers to this Instruction. Once the waiver package is received by the waiver authority for this Instruction, they will forward it with recommendations to the appropriate [Service Guidance](#) waiver authority for final approval or disapproval. (USAF: If the AFMC Form 73 is used, the GFR will be listed as the Action Officer in Section 1. The GFR shall indicate their concurrence or non-concurrence (with or without comment) with the contractor waiver request.)

2.3. Contract Waivers or Contract Changes. Requests to modify contract requirements are accomplished through the use of a [DD Form 1716, Contract Data Package Recommendation/Deficiency Report](#). These contract modification requests are routed through the ACO to the PCO for action. If the contract change relates to aircraft operations, route DD Form 1716s generated by contractors through the GFR. The GFR will forward the 1716 with recommendations to the ACO.

2.4. Approved Waivers. If approved, the GFR *shall provide a copy of the approved waiver to, and discuss the scope of the waiver with, the ACO. ~~who will determine if any equitable adjustments to the contract are warranted.~~* The specifics of the deviation shall be included in the Procedures.

2.5. Waivers with Time Limits. Contractors should ensure that waivers that are within 90 days of expiring are resubmitted if the original requirement for the waiver still exists. This will ensure no disruptions in contractor operations occur due to the waiver expiring. When a waiver expires, contractors are bound by the original contract, [Service Guidance](#), and this Instruction.

2.6. Waiver Authorities for this Instruction, and routing for [Service Guidance](#):

2.6.1. Army - U. S. Army Materiel Command, ATTN: **AMCOL**-CA, 4400 Martin Rd., Redstone Arsenal, AL 35898-5000.

2.6.2. Air Force - Headquarters Air Force Materiel Command, HQ AFMC/A3. Forward requests to HQ AFMC/A3V, 508 W. Choctawhatchee, Eglin AFB, FL 32542-5713.

2.6.3. Navy - Commander, Naval Air System Command. Forward requests to: Commander, Naval Air System Command, AIR-09F, 22541 Millstone Rd. Unit 10, Patuxent River, MD 20670-1606.

2.6.4. Coast Guard - Commanding Officer, USCG ALC, 1664 Weeksville Road Building 63, Elizabeth City, NC 27909-6725.

2.6.5. Non-Signatory Waiver Authorities – When a contract that includes this Instruction is issued by an organization not listed as a signatory to this Instruction (NASA, DEA, DHS, foreign governments, etc.), contact the organization issuing the contract for guidance on identifying the appropriate waiver authority.

## Chapter 3

### PROCEDURES

3. Contractor's Written Procedures. Contractors shall develop specific written Procedures for all flight and ground operations. *Procedures are intended to reduce risk and shall be vetted through the contractor's risk management process (see paragraph 6.3).* The requirement to develop and follow Procedures is a contractual requirement and applies independently of the Government's assumption of risk via the GFRC. Requirements related to Procedures only end for individual aircraft when the aircraft are no longer under contract. Contractors shall not begin flight or ground operations until the Procedures have been approved in writing by the GFR. Aircraft operations conducted without approved Procedures may be considered to place the aircraft under unreasonable conditions and may be grounds for withdrawal of the Government's assumption of risk via the GFRC. The GFRC describes the process for removing the Government's assumption of risk. *The GFRC delineates when the Government's assumption of risk of loss begins for new production aircraft. Though the Combined Instruction applies irrespective of the Government's acceptance of risk of loss, many GOPs, (e.g., engine run currency) have no applicability and are not required prior to when Government liability is attached via the GFRC. Other GOPs, (e.g., Weight and Balance) would apply universally irrespective of the status of the Government's assumption of risk of loss because the GOP has a direct effect on future risk. And still other GOPs, e.g., (FOD and Tool Control) may be tailored commensurate with the degree of risk during each phase of operations.*

#### 3.1. General Guidance/Requirements.

3.1.1. Should a conflict occur in the contract between sources of guidance, the following hierarchy shall be used in descending order: this Instruction, Service Guidance, and the Procedures. When several of these sources provide guidance that do not conflict but are different, the most restrictive of the sources shall be followed. ~~Contractors must also comply with the contract itself.~~ Contracting officers cannot waive any of the requirements of this Instruction or Service Guidance through contract text except as specified in the DFARS or Service Guidance requiring higher level authority. When contractual text is discovered that substantially alters the requirements of this Instruction or Service Guidance, elevate concerns to the Waiver Authorities for this Instruction. Procedures shall include all items from Attachment 10, item by item, as applicable to the contract. Contractors need not include in their Procedures the definitions from this Instruction except as a reference. If any definitions are included, they shall not be changed from the language of this Instruction. Contractors do not need to include in their Procedures the crewmember qualifications from this Instruction unless they wish to make them more restrictive. Contractors with separate functional organizations responsible for Flight and Ground Operations may divide their Procedures into two parts: Flight Operations Procedures (FOPs) and Ground Operations Procedures (GOPs). However, contractor functional organizations are responsible for compliance with this Instruction and the Procedures as a whole.

3.1.2. *Procedures are required for PAO operations involving contractor-owned aircraft. When a contractor-owned aircraft operation transitions from Civil to Public, a*

*significant shift in responsibility and liability to the government contracting agency occurs. When this instruction is applied to contractor-owned PAO without the [GFRC](#) as a means to mitigate the risks to DoD that come with PAO designations, the applicable programs and oversight will change because the government has no vested interest in the ownership of the aircraft. Since the government does not have a vested interest in the ownership of the aircraft specifically, there are many sections in chapter [4](#), [5](#), and [6](#) that do not need to be defined in the contractor's Procedures. The required areas of oversight may be defined in the PWS/SOW or H clause of a contract. In addition, a GFR assigned oversight of a contractor conducting PAO may be assigned responsibilities not included in this instruction but that involve the mitigation of risk in support of the airworthiness and continuing airworthiness of the aircraft. Attachment 16 is guidance for the determination of areas that should be considered for COCO PAO oversight.*

3.2. Responsibilities. The contractor is responsible for writing, implementing and enforcing its Procedures, and identifying and correcting deficiencies.

3.3. Preparation. The contractor shall prepare and maintain specific written Procedures, separate and distinct from [industrial](#) or [quality](#) procedures, that describe aircraft flight and ground operations at all operating facilities. If the contractor references existing company procedures, operating instructions, etc., in these Procedures to fulfill the requirements of this Instruction, the referenced document(s) shall be made readily available for review and become part of the contractor's Procedures for the purposes of this Instruction. The Procedures shall:

3.3.1. Provide specific guidance describing activities and requirements of this Instruction and contractual provisions pertaining to safety, and flight and ground operations applicable to all aircraft for each specific contractor operation and location;

3.3.2. Describe in detail how the contractor ensures that individuals perform only duties they are qualified and authorized to perform;

3.3.3. Adequately explain all aspects of a given operation to include the purpose, scope, and steps to accomplish the task;

3.3.4. Identify the office/title of individual responsible;

3.3.5. Include requirements to verify the successful completion of the procedure, when appropriate.

*3.3.6. Contractor-owned aircraft flying non-PAO follow civil rules. GFRs do not approve non-PAO Procedures.*

3.4. No existing Procedures. For contractor operations with no existing approved Procedures, the contractor should provide its Procedures, including portions thereof, to the GFR for approval as soon as possible. Procedures may be approved in sections, however contractors shall not conduct ground operations until the applicable Procedure has been approved (*interim or final approval*). Flight operations are prohibited until all Procedures have been approved.

3.5. Use of Service Guidance. *Where [Service Guidance](#) is included in the contract or listed in Paragraph 1.58, the contractor's Procedures shall comply with that [Service](#)*

Guidance. *Contractors are encouraged to base the rest of their Procedures on any available standards (e.g., commercial, instructions, manuals, T.O.'s, and Programs of Instructions (POI))*. For all operations, contractors are bound only by that Service Guidance that is applicable to the operations being performed under contract. In the development of Procedures, the contractor, GFR, and Program Office should work together closely to ensure that the correct, applicable Service Guidance is used. If *Service/commercial standards are* not available for a unique aircraft, test program, or flight/ground operation, the contractor shall recommend procedures similar to *standards* for a similar aircraft and/or operation for GFR approval.

3.5.1. At locations with multiple Service contracts, the GFR and contractor may elect to specify general guidance from a single source for basic flight rules, evaluations etc. The contractor is encouraged to develop a common set of Procedures. This will require the contractor to request common process block changes or waivers.

3.5.2. The GFR, in concert with contractor management personnel, should ensure that existing Procedures are modified, if required, when pertinent Service Guidance changes. This may require a contract change.

3.6. Subcontractors. The prime contractor is responsible for all contract requirements subcontracted or delegated to other sources. The prime contractor has the responsibility for ensuring that the subcontractor has procedures in place to implement the requirements of this Instruction. Per the June 2010 Ground and Flight Risk Clause (DFARS 252.228-7001), a prime contractor is not relieved from liability for damage, loss, or destruction of aircraft while contract aircraft is in the possession or control of its subcontractors, except to the extent that the subcontract, with the written approval of the Contracting Officer, provides for relief from each liability. This means the Government's indemnification of the contractor through the GFRC does not automatically flow down to subcontractors unless specifically stated in the contract. The requirements of this Instruction apply even when the Government's assumption of risk through the GFRC does not flow down to a subcontractor.

3.7. Format. Contractors shall write their Procedures to follow the order of Attachment 10 or provide a paragraph cross reference.

3.8. Approval. The contractor shall:

3.8.1. Forward the completed Procedures for each location to the cognizant GFR for approval.

3.8.2. Identify to the GFR a single point of contact who has cognizance over the functional organizations involved and who can coordinate approval issues.

3.8.3. Maintain current copies of the approved Procedures at each operating location.

3.8.4. GFR's may conditionally approve a contractor's Procedures in cases where the contractor is making progress towards a complete and satisfactory set of Procedures but schedule constraints make the conditional approval of interim GOPs or FOPs acceptable. The GFR will provide the conditions of the approval in writing to the contractor.

3.9. Changes. All proposed changes shall be submitted to the GFR in writing. Approved changes shall be incorporated into all copies of the Procedures. Changes are not in effect until the GFR approves them.

3.10. Modifying contracts to *update to* this version of the Instruction. If a contract modification (*contractor or Government initiated*) implements a more recent version of this Instruction, *or a new contract is issued*, the contractor may operate for three months with existing approved Procedures created using an earlier version of this Instruction.

3.11. Locations with multiple versions of this Instruction. Where contractors have multiple contracts that contain older versions of this Instruction, they are bound by the specific version defined in each contract. In lieu of maintaining separate Procedures for each contract, contractors may request a contract modification for the older contracts to upgrade to the latest version of the Instruction.

3.12. Core Contractor's Flight and Ground Operations Procedures. Some contractors develop overarching "Core" procedures to ensure operations are uniform throughout their multiple locations. When Core procedures do not address site/aircraft specific operations, each site using the Core procedures shall also develop a local operating annex to cover those gaps. The Core procedures and annex together comprise the contractor's Procedures.

3.13. Review Requirements. Contractors shall (at least every 12 months):

3.13.1. Conduct a review of their Procedures. Contractors should use [Attachment 11, Procedures Review Guide](#), when reviewing Procedures. Source documents referenced in the Procedures per Paragraph 3.3 must be reviewed to ensure they are still valid, however, they need not be re-dated to the date of the Procedures themselves;

3.13.2. Verify the safety and effectiveness of each procedure;

3.13.3. Assess changing [Service Guidance](#) and its effect.

3.13.4. At the completion of the review, recommended changes shall be forwarded to the GFR for approval. The GFR's annual approval shall be attached to the Procedures. A signature page in the front of the Procedures may serve as the GFR's approval/annual review letter.

3.14. Deficiencies. The GFR shall notify the contractor if he/she finds deficiencies or inadequacies in the Procedures. Failure to correct the deficiency within the specified time identified in the GFR's notification is grounds for withdrawal of the approval of the Procedures, contractor flight operations, and/or crewmembers.

3.15. Noncompliance. Failure to comply with approved Procedures or continuation of a dangerous practice is unacceptable and therefore an unreasonable condition within the meaning of the clauses of the contract. A noncompliance may be considered grounds for withdrawal of the Government's assumption of risk for loss or damage to Government aircraft. Withdrawal of the Government's risk shall be accomplished in accordance with the applicable contract wording. The Government reserves the right to take such other action as may be necessary to preserve the safety and security of the aircraft. Should the contractor receive notification of an observed non-compliance (either through a Corrective Action Request (CAR) or other written method) they shall

respond in a timely manner. Corrective actions shall address root causes. (See [Attachment 13](#) for further guidance on the CAR process.)

3.16. Questions of Interpretation. A difference of interpretation concerning the Procedures between the contractor and GFR should be raised to the following authorities for resolution: for DCMA activities, DCMA-AO; for Service activities, waiver authority for this Instruction as listed in Paragraph 2.6.

3.17. Access to Contractor's Facilities. The Prime contractor shall provide the GFR and APT access to the aircraft and facilities upon request and without delay during work hours. If the contractual work is subcontracted to another company, the Prime is responsible to ensure that the GFR and APT have the same privilege to enter the subcontractor's facilities, and the same access to the aircraft being worked. Access is limited to those areas directly related to operations under this Instruction.

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## Chapter 4

### FLIGHT OPERATIONS

4. Flight Operations. This chapter applies to all Contractor Requesting Officials (CRO), crewmembers and non-crewmembers. It applies for all flights under contract regardless of who is on board or operating the aircraft.

4.1. Flight Management.

4.1.1. General Flight Rules. Contractor flight operations shall follow [Service Guidance](#).

4.1.2. Contractor Flight Planning Area. The contractor shall establish and maintain a flight planning area and provide access to current and sufficient information, including Notice to Airmen (NOTAMs), weather forecasts and advisories, allowing crewmembers to properly plan and participate in flights. Government provided flight planning areas meet this requirement.

4.1.3. Flight Profiles. Flight profiles shall be prepared for all flights and shall detail planned flight checks and events, to include proficiency training and the specific geographical areas or point-to-point routes to be used. Design flight profiles to allow the maximum possible use of ground radar monitoring/advisories, radio communications (status reports at established intervals) or chase aircraft to monitor aircraft position and status.

4.1.4. UA operations Outside of Special Use Airspace. (Restricted Areas, Warning Areas, or Prohibited Areas) require an FAA Certificate of Waiver or Authorization (COA) or other FAA authorization. UA operations (Group 1-3) flying public use aircraft wholly or partially outside Special Use Airspace shall do so only under an approved FAA COA or IAW current DoD/FAA agreements and are confined to Class D, E, G or COA approved airspace. Coordinate operations with the responsible ATC facility as needed/required. UA operation inside buildings or structures is not considered to be part of the National Airspace System (NAS) and is not regulated by the FAA.

4.1.5. Contractor Flight Approval. The GFR approves all contractor flights under this Instruction. The contractor is not indemnified for loss under the [GFRC](#) for any flight which has not received prior written approval by the GFR. Procedures shall delineate processes that ensure flight schedules are developed, and Requests for Flight Approvals submitted, with sufficient lead time to preclude interruption to either Government or contractor operations. Under normal situations, submitting approvals during the workday prior to the *day of the scheduled* flight is considered sufficient lead time.

4.1.6. Flights with Multiple Contractors/Multiple Contracts. The GFR approving flights involving a mixture of contractors and/or contracts shall direct which Procedures the aircrew will follow.

4.1.7. Approved Flights. Flights approved by the GFR must be:

- 4.1.7.1. Conducted by current and qualified crewmembers and non-crewmembers (except as noted in Paragraph 4.5.1, and 4.5.7) in an approved flight area, route, and specified profile.
- 4.1.7.2. Performed according to an approved mission profile or test plan, and within applicable safety and engineering limitations. Experimental and engineering test flights require a specific test plan.
- 4.1.7.3. In accordance with approved Procedures.
- 4.1.7.4. *Assessed for risk prior to each flight.***
- 4.1.8. Flights not Under GFR Cognizance. Occasionally contractor flight operations include formations, chase, pace, intercept/target, or in-flight refueling (receiver or tanker) with non-contract/non-Government aircraft. Contractors are not responsible for the conduct of the non-contract aircraft. However, the CRO shall note the presence of non-contract/non-Government aircraft involved in the mission on the [DCMA Form 644, Request for Flight Approval](#). The CRO shall request a statement verifying the qualifications and capabilities of the non-contract aircrew and aircraft from the owning organization. Elevate any concerns WRT the safety of the mission to the GFR.
- 4.1.9. Flight Supervision. Procedures shall:
- 4.1.9.1. Allow for communication between the contractor flight operations facility and the crewmembers while flying in the local area (e.g., contractor radio, phone patch through tower, etc.). Whatever system is used must be manned for the duration of the flight. Contractor aircrews embedded in Service units should use the local unit's communication facilities and procedures to meet this requirement.
- 4.1.9.2. As a minimum, identify the check flight area, supersonic corridor, stereo route profiles and any required/desired Federal Aviation Administration (FAA) coordination.
- 4.1.9.3. Identify aircraft maintenance release procedures, to include a review of all safety of flight non-conforming repairs, a review of aircraft logs and records for outstanding safety of flight aircraft inspections/bulletins requiring action and expiring components (such as TDs, SBs, TCTOs, ADs, etc.).
- 4.1.9.4. Include record keeping requirements for supersonic flights, if applicable.
- 4.1.10. Documentation of Certificates, Licenses, and Permits. Contractors shall ensure no crewmembers/ non-crewmembers are placed on flight approval requests with non-current certificates, licenses, or permits.
- 4.1.11. Mixed Crew Flights. Procedures must address designation of pilot in command and crew positions for dual piloted and/or multi place aircraft and flight lead for formation flights. With dual contractors with no prime-sub relationship flying on the same flight, dual flight authorization requests are required. Mixed crews performing crewmember or maintenance tasks shall use identical checklists.
- 4.1.12. Minimum Crew Requirements. Minimum crew requirements for the various types of flight activities shall be addressed by the contractor.

4.1.13. Aircrew Duty and Rest Limitations. The crew rest period is the non-work period immediately preceding the crew duty period. This period shall be a minimum of 12 hours with at least 8 uninterrupted hours allowed for sleep. The following crew duty period restrictions apply to all contractor crewmembers/non-crewmembers:

4.1.13.1. The crew duty period begins when an individual reports for work (either flight or administrative duties) and ends when the engines are stopped at the end of an event, mission, or series of missions.

4.1.13.2. The basic crew duty period shall not exceed 12 consecutive hours. The GFR is authorized to grant extensions to the basic crew duty period of not more than two hours on a case-by-case basis.

4.1.13.3. When flying support flights (or engineering test flights IAW Paragraph 1.30.2) in dual-piloted aircraft with an operative autopilot installed and used, the maximum crew duty period may be 16 consecutive hours.

4.1.13.4. Pilots in single-piloted helicopters are limited to a maximum of 6 flying hours in a 12-hour crew duty period.

4.1.13.5. Use of augmented crews per procuring [Service Guidance](#) is allowed.

4.1.13.6. Procedures shall address chronic fatigue issues.

4.1.14. Other Aircrew Restrictions. The contractor shall establish flight restrictions for contractor flight personnel recovering from the effects of alcohol consumption, medications, diving, etc.

4.1.15. Publications.

4.1.15.1. Flight Crew Information File (FCIF). Each flight operations facility shall maintain an FCIF at a location readily available to crewmembers. Procedures shall require crewmembers to read and certify knowledge of the contents of the FCIF initially, and whenever there are new entries. Additionally, an annual review of the FCIF is required. The FCIF should contain information which affects the safety of aircraft operations and information of a transitory nature that concerns flight operations. When collocated with a Government flight operations activity, the contractor may use the Government FCIF, provided both organizations concur and standardized procedures for use are established. Approved revisions to the Procedures shall be included in this file until republished.

4.1.15.2. Only current, up-to-date publications shall be used. Procedures shall identify the method used for receiving, distributing, and maintaining the currency of flight manuals and checklists. Contractor personnel shall use Government flight manuals and checklists in all flight operations where applicable technical data has been published. The contractor shall obtain military flight manuals, changes, and supplements through Government channels. Where only commercial manuals are available, the contractor is responsible for obtaining them and ensuring that changes and supplements are promptly posted in the basic technical publications. Locally devised checklists may be used only when such deviation is authorized by the appropriate Procuring Service. *Use of Electronic Flight Bags (EFB) are authorized IAW [Service Guidance](#).*

4.2. Crewmember/Non-Crewmember Approval.

4.2.1. Contractor's Requesting Official (CRO). Procedures shall identify the individual(s) authorized to request crewmember approval and qualification training and the process for requesting approval. Prime contractors may appoint a subcontractor individual as a CRO. Only contractor designated CROs shall submit requests to the GFR for crewmember approval or for qualification training. The contractor shall identify by name (in writing) these officials to the GFR, and shall revise the list, as necessary, to ensure currency.

4.2.2. The contractor and the GFR shall ensure that only the required numbers of crewmembers are authorized and that programs include sufficient flying time for currency in accordance with this Instruction. The GFR shall not approve any crewmember until the Procedures have been approved. GFRs have the authority to approve crewmembers employed by the Prime's subcontractor. GFRs have the authority to authorize subcontractor non-crewmembers to fly.

4.2.3. Prior to submitting a crewmember/non-crewmember for training/approval/authorization/review, CROs shall notify the GFR, if candidates have:

4.2.3.1. Ever been removed from crewmember/non-crewmember status by a GFR for cause,

4.2.3.2. Been cited for a violation by the FAA or,

4.2.3.3. Removed from military flight orders for cause.

4.2.4. Government Approval for Qualification or Upgrade Training. The CRO will forward the [DD Form 2627, Request for Government Approval for Aircrew Qualification and Training \(Attachment 3\)](#), a résumé, and [DD Form 1821, Contractor Crewmember Record, \(Attachment 4\)](#), for approval of training to the GFR. At the contractor's request and with GFR approval, the [DD Form 1821](#) can be substituted by Service forms. Include a copy of contractor crewmember's proposed qualification training plan/program per Paragraph 4.3. The GFR approves/disapproves the [DD Form 2627](#), files the original and returns a copy to the contractor. The contractor shall ensure that crewmembers do not fly or initiate qualification training before receipt of Government approval. Following approval, training must be initiated and completed without delay. Formal training courses offered by the Services may be requested by the contractor and may require reimbursement according to the given contractual agreement. The GFR will then make the request for training to the appropriate Service. It must be endorsed by the ACO, showing that the contract cost adjustment has been made or is not required. (USAF: Send request from the contractor for formal training using USAF Formal Schools Catalog (AFCAT) 36-2223, USAF Formal Schools). *(Note: Use Pilot-in-command (PIC) time where the [DD Form 1821](#) lists First Pilot (FP)).*

4.2.5. Government Approval for Crewmember Status. On completion of qualification training, the CRO forwards two copies of [DD Forms 2628, Request for Approval of Contractor Crewmember \(Attachment 5\)](#), and [DD Form 1821, Contractor Crewmember Record \(Attachment 4\)](#) (or GFR approved Service form), to the GFR. The GFR indicates action taken and returns a signed copy to the contractor within ten workdays. Contractor crewmembers shall not perform in their aircrew specialties until receipt of

Government approval. An approved [DD Form 2628](#) is valid as long as the crewmember maintains their qualifications for the contractor.

4.2.6. Contractor Approval for Non-crewmember Status. The CRO must provide a list semi-annually of each contractor and subcontractor non-crewmember required to fly in manned Government aircraft or perform as sensor operators or observers for UAS to the GFR. The CRO shall ensure that each non-crewmember is qualified and essential for *accomplishing* the specific mission *of that flight*.

4.2.7. Removal From Crewmember Status. Approvals of crewmembers are automatically canceled upon termination of employment, physical disqualification, or suspension/revocation of FAA Certificate.

4.2.7.1. The contractor shall have procedures for identifying and addressing human factors issues such as substance abuse, personal and family problems, etc., which would preclude flight duties. The contractor shall notify the GFR of crewmember status changes by the most expeditious means and then immediately follow up in writing.

4.2.7.2. After completion of an appropriate investigation, the GFR shall withdraw the approvals of crewmembers who have:

4.2.7.2.1. Failed to meet the general requirements of basic airmanship or who fail to exercise sound judgment during ground or flight operations.

4.2.7.2.2. Exhibited evidence of personal instability or similar undesirable tendencies or have conducted themselves contrary to the Government's interests in promoting safety.

4.2.7.2.3. Refused timely toxicological testing when the Procedures require it or GFR requests the testing.

4.2.7.3. The GFR shall promptly notify ACO when an approval is withdrawn.

4.3. Crewmember Qualification Requirements.

4.3.1. General Qualifications. Minimum qualifications for approval of contractor crewmember, for test and other flight categories, are listed below. Factors such as total experience, currency of experience, experience in similar aircraft, type of flying experience, and other related factors shall be evaluated by the GFR before approving a contractor crewmember. All pilots (*except those described in Paragraph 4.3.6 below*) shall have an FAA Commercial Pilot or Airline Transport Pilot Certificate and the appropriate category and class ratings. Flight engineers shall have an FAA Flight Engineer Certificate or a Service equivalent Certificate or Qualification. Contractors may use Service forms/directives to record individual crewmember records when performing ground and flight operations as approved by the GFR. For non-crewmember requirements see Paragraphs 4.2.6 and 4.6.1. The qualification requirements for UA pilots/operators are found in Paragraph 4.3.6. The qualification requirements listed in Paragraphs 4.3.2 and 4.3.3 (below) do not apply to UA operations.

4.3.2. Experimental Test Flights and Associated Experimental Ground Operations.

4.3.2.1. Pilot. Not less than 1,500 hours Pilot-in-Command time, to include 100 hours as Pilot-in-Command during engineering and/or acceptance flights listed under the functional flight category. Graduation from a military test pilot school (TPS) is required.

4.3.2.2. TPS Waiver. When the contractor pilot is not a graduate of a military TPS, the education and experience requirements listed below must be met as a basis of consideration for TPS waiver.

4.3.2.2.1. Pilots must have at least 2,000 hours Pilot-in-Command time in comparable aircraft (e.g., helicopter, fighter/attack, cargo, or other). Additionally, 200 hours of Pilot-in-Command time during engineering flight test and 10 hours during experimental flight test are required.

4.3.2.2.2. Education and experience requirements are as follows:

4.3.2.2.2.1. An undergraduate or higher degree in an aerospace related engineering or aerospace related scientific discipline plus 1 year of applicable engineering test flight experience or,

4.3.2.2.2.2. An undergraduate or higher degree in any other engineering or scientific discipline plus 2 years of applicable engineering test flight experience or,

4.3.2.2.2.3. Any non-engineering undergraduate or higher degree plus 3 years of applicable engineering test flight experience or,

4.3.2.2.2.4. No degree, 4 years of applicable engineering test flight experience.

4.3.2.3. Other crewmembers. All other crewmembers must have 1000 hours in the position they are qualifying in, of which 300 hours must be in the same aircraft category (rotary-wing, glider, etc.).

4.3.3. Engineering Test, Check Flights, and all other flights.

4.3.3.1. Pilot. The pilot must be qualified in mission, type, design, and if appropriate, series of aircraft. The pilot must have not less than 1,000 hours Pilot-in-Command time. In addition,

4.3.3.1.1. For fighter, attack, and trainer aircraft, the Pilot-in-Command time must include 100 hours in the same aircraft type and design.

4.3.3.1.2. The Pilot-in-Command time for other aircraft must include 300 hours in similar aircraft type.

4.3.3.2. Copilot. The copilot must have not less than 500 hours Pilot-in-Command time and be qualified in mission, type, design, and if appropriate, series aircraft.

4.3.3.3. Flight Mechanics/Crew chiefs. Contractor crewmembers must have a minimum of 150 hours experience as a flight mechanic/crew chief, have previously qualified and served in such capacity during military service or have been trained using the applicable Service training program modified to the contract requirements.

4.3.3.4. Other crewmembers. All other crewmembers must have 500 hours in the position they are qualifying in, of which 100 hours must be in the same aircraft category. *(Army: includes CH-47 Flight Engineers.)*

#### 4.3.3.5. Maintenance Test Pilot (MTP) (Army).

4.3.3.5.1. Standard Army Aircraft. Contractor pilots who perform Maintenance Test Flights (MTFs) on Army Standard Aircraft, which have undergone maintenance, modification, or overhaul, or on new production aircraft, where a follow-up/acceptance MTF is not performed by the Government, shall be a graduate of the Army Maintenance Test Pilot Course or complete an equivalency evaluation conducted by the Directorate of Evaluation and Standardization (DES), U.S. Army Aviation Warfighting Center, Ft. Rucker, AL 36362-5000. All requests for equivalency evaluations shall be forwarded through the GFR to the procuring ACOM. The ACOM will coordinate all equivalency evaluations with DES.

4.3.3.5.2. Nonstandard Army Aircraft. Contractor pilots performing MTF or Functional Check Flights (FCFs) shall be qualified per procuring ACOM Aircrew Training Program for the specific aircraft. Request for nonstandard aircraft qualification shall be submitted through the GFR to the procuring ACOM.

#### 4.3.4. Contractor Flight Instructor and Flight Examiner Qualifications.

4.3.4.1. Flight Instructors may be designated by the contractor to provide instruction to contractor crewmembers. Only highly qualified, proficient, and experienced personnel may be selected and trained as instructor crewmembers. These candidates shall meet the evaluation requirements provided by the Services prior to GFR approval on [DD form 2628](#).

4.3.4.2. Flight Examiners may be designated by the contractor to administer recurring flight evaluations when authorized by the GFR. Only highly qualified instructor personnel may be selected and trained as Flight Examiners. These candidates shall meet the evaluation requirements provided by the Services prior to GFR approval on [DD form 2628](#).

4.3.4.3. Instrument Flight Examiners (IE), Standardization Instructor Pilots (SP), Instructor Pilots (IP), and Maintenance Evaluators (ME) designations apply only to contractor pilots (Army) contracted for the sole purpose of conducting aircraft qualification training and administration of the Aircrew Training Program (ATP). Contractor pilots in these designated positions shall meet all Army initial aircraft qualifications and recurrent training requirements per AR 95-1 and the applicable aircraft Aircrew Training Manual.

4.3.5. Medical Qualification Requirements. Note: Follow all Health Insurance Portability and Accountability (HIPAA) Privacy Rules regarding protection of medical records.

#### 4.3.5.1. Pilots.

4.3.5.1.1. Contractor pilots need an annual FAA Second Class flight physical.

4.3.5.1.2. Army Contractor pilots will have the option of maintaining either an annual FAA Second Class Medical Certificate or an Army Class 2 FDME. ~~Army Aeromedical Surveillance is an integral part of Army Aviation Risk Management. Therefore, contractor aircrew who opt for the FAA certificates must submit a copy of the FAA certificate, with any applicable Statement of Demonstrated Ability (SODA) or FAA~~

~~waiver, to the U.S. Army Aeromedical Activity in order to continue population based medical surveillance and ensure risks to flight safety are minimized. The aforementioned information will be mailed to USAAMA, ATTN: MCXY-AER, Building 110, 6th Avenue, Fort Rucker, AL 36362<sup>1</sup>; or faxed to commercial 334-255-0747 (DSN 558); or scanned and emailed to usarmy.rucker.medcom-lahc.list.lahc-aero-helpdesk@mail.mil. Contractors will complete the Certificate of Compliance and provide a copy to the GFR (Attachment 14).~~

4.3.5.2. UA operators require an annual FAA Second Class.

4.3.5.3. UA Observers require an annual FAA Third Class physical (contractors may use [Service Guidance](#) in lieu of the Third Class physical requirement) and must have normal color vision and 20/20 visual acuity (corrected).

4.3.5.4. Other Crewmembers. Unless an FAA Second Class physical is required for their FAA flight certificate, non-pilot crewmembers may receive either an FAA Second Class or military Class 2 flight physical annually. (Exception: crew chiefs and loadmasters will meet the medical requirements of Paragraph 4.3.5.5 below).

4.3.5.5. Non-crewmembers require an annual FAA Third Class or military Class III flight physical annually.

4.3.6. UA Operator Qualifications. All UA Operators shall be qualified IAW [Service Guidance](#). The GFR shall not allow UA Operators to serve as pilot/UA operator for two or more UAs simultaneously *unless [Service Guidance](#) authorizes the execution/conduct of such operations, or* unless approved to do so by the waiver authority for this Instruction (see Paragraph 2.6).

4.4. General Procedures. The following minimum areas shall be addressed:

4.4.1. Airfield Operations.

4.4.1.1. The Procedures shall address local airfield operations. If the contractor flight activity is physically located at an operational civil or military airfield, the contractor shall comply with local directives and execute any agreements with the airfield authority required to ensure full compliance with the contract and this Instruction.

4.4.1.2. Procedures shall address qualification and certification requirements for radio operators or tower controllers in accordance with FAA/FCC regulations when these services are provided by the contractor.

4.4.2. Weather Requirements. Contractors shall use [Service Guidance](#) for ceiling/visibility minimums and alternate weather requirements. FCF/ACF flights shall be accomplished during day visual meteorological conditions. In no instance shall the takeoff/landing minimums be less than the following (Army contractors use AR 95-1):

4.4.2.1. All initial FCF/ACFs, and subsequent FCF/ACFs involving discrepancies for engine, flight controls, landing gear, or instruments affecting IFR capability:

4.4.2.1.1. Bomber, cargo, tanker, patrol, and trainer aircraft: 1,500 feet and 3 miles.

4.4.2.1.2. Fighter, attack, and reconnaissance aircraft: 3,000 feet and 3 miles.

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<sup>1</sup> The USAAMA address and email have been updated post publication.

- 4.4.2.1.3. Helicopters/tilt-rotor: 700 feet and 1 mile.
- 4.4.2.2. Subsequent FCF/ACF flights not falling under 4.4.2.1.
  - 4.4.2.2.1. Bomber, cargo, tanker, patrol, and trainer aircraft: 1,000 feet and 3 miles.
  - 4.4.2.2.2. Fighter, attack, and reconnaissance aircraft: 1,000 feet and 3 miles.
  - 4.4.2.2.3. Helicopters/tilt-rotor: 500 feet and 1 mile. Helicopter/tilt-rotor FCF/ACF flights may be conducted under Special VFR conditions, but in no case with weather less than 500 feet and 1 mile. FCF/ACF hover checks may be performed when weather is less than the above, provided visual reference to the ground and obstruction clearance is maintained.
- 4.4.2.3. All other flights (Army contractors use AR 95-1):
  - 4.4.2.3.1. Fixed Wing. In no instance shall a takeoff be attempted if the departure field's observed weather is lower than 300 feet and 1 mile, or the minimums for the expected approach to be flown in the event of an immediate landing at that field, whichever is higher. In no instance shall an approach be commenced if the observed weather at the destination airfield is lower than 300 feet and 1 mile, or the minimums for the approach to be flown, whichever is higher. If, after commencing, the weather drops below this minimum, the approach may be continued but under no circumstances shall the aircraft penetrate below minimums for that approach or 300 feet whichever is higher unless sufficient visual reference with the runway environment has been established.
  - 4.4.2.3.2. Rotary Wing. In no instance shall a takeoff be attempted if the departure field's observed weather is lower than the minimums for the expected approach to be flown in the event of an immediate landing at that field. In no instance shall an approach be commenced if the observed weather at the destination airfield is lower than the minimums for the approach to be flown. If, after commencing, the weather drops below this minimum, the approach may be continued but under no circumstances shall the aircraft penetrate below minimums for that approach unless sufficient visual reference with the runway environment has been established.
- 4.4.2.4. UA Weather Minimums for all Flights. As written in the contract. If not specified in the contract, [Service Guidance](#) minimums for specific UA model will apply. If [Service Guidance](#) does not exist, then the contractor shall establish minimums commensurate with safe operation of the aircraft in concurrence with the Program Office.
- 4.4.3. Required daylight operations.
  - 4.4.3.1. All check flights shall commence no earlier than official sunrise and terminate no later than official sunset. Exception: When a flight is required only to check the operations of auxiliary systems or components (unrelated to airworthiness, flight performance, or basic flight instruments), the flight may be flown during the hours of darkness.
  - 4.4.3.2. Experimental/Engineering flights shall be conducted between official sunrise and sunset unless night operations are specifically required by the test plan/mission.

- 4.4.4. Flight operating limits. [Service Guidance](#) shall be used for all operating limits. In the absence of [Service Guidance](#), maneuvering parameters such as minimum altitudes and operating limits similar to Service requirements for like aircraft missions and events shall be included in the Procedures.
- 4.4.5. Filing of flight plans. Local procedures for filing of flight plans shall be addressed. Flight plans shall be filled out and filed in accordance with FAA/Service/host nation regulations.
- 4.4.6. Arming and disarming (if applicable). The Procedures shall mirror Service, Tech Order, Tech Manual, and any applicable local procedures for arming and disarming procedures.
- 4.4.7. Live fire, laser, and gunnery operations. If conducted, the Procedures shall mirror Service, Tech Order, Tech Manual, and any applicable local procedures.
- 4.4.8. Night Vision/low light operations. If conducted, the Procedures shall mirror Service, Tech Order, Tech Manual, and any applicable local procedures.
- 4.4.9. Aircrew Flight Equipment Life Support, and Survival Gear (AFE/ALSE/ALSS). Provide procedures to identify the methods to issue, care, inspect, clean, and store equipment.
- 4.4.10. Experimental and Engineering Test Operations. This area shall address the contractor's specific procedures for experimental tests, engineering tests, and associated ground operations of Government aircraft.
- 4.4.11. Aircrew and Contractor Response to Emergencies:
- 4.4.11.1. Radio failure,
  - 4.4.11.2. Landing gear malfunctions,
  - 4.4.11.3. In-flight fire,
  - 4.4.11.4. Barrier and arresting gear engagement,
  - 4.4.11.5. Controlled bailout/ejection,
  - 4.4.11.6. Jettisoning (fuel, armament, cargo),
  - 4.4.11.7. Minimum and emergency fuel (UA battery capacity (if applicable)),
  - 4.4.11.8. Emergency aircrew extraction,
  - 4.4.11.9. Emergency aircraft movement (flightline, severe weather),
  - 4.4.11.10. Hot brakes,
  - 4.4.11.11. *Inflight LASER illumination of aircraft,*
  - 4.4.11.12. Hazardous material,
  - 4.4.11.13. UA ground control station,
  - 4.4.11.14. *Chase aircraft procedures (if applicable) (e.g., lost comm, lost sight, lead/chase responsibilities, etc.),*
  - 4.4.11.15. Any other airfield specific emergency procedures.

4.4.12. Aircrew and Flight Briefing Guides. Mission/aircraft specific Service briefing guides, or GFR approved equivalent, shall be used for conducting these briefings. In the absence of such briefing guides, the contractor shall develop briefing guides similar to what the Service uses for like aircraft and missions.

4.4.13. Mission Briefings (Army). Whenever a contract pilot serves as a pilot-in-command (PC) on a mission in a contracted aircraft a mission briefing shall be conducted by contract personnel. The contractor shall designate in writing those pilots and supervisory personnel authorized to conduct mission briefings. Only a designated mission briefer can conduct the mission briefing. Self-briefing is not authorized.

4.4.14. Weight and Balance. Contractors shall develop procedures for completing aircraft weight and balance clearance forms prior to flight.

#### 4.5. Crewmember Training Requirements.

4.5.1. Initial Qualification Training. For qualification in mission/type/design and series of aircraft, GFR approval depends on crewmember experience and proficiency equal to the type of flying contemplated or conducted. Initial qualification training shall be per [Service Guidance](#) in the specific mission, type, design, and if appropriate, series aircraft. Differences in series aircraft and any special equipment or systems should also be addressed during initial training. If provided, the contractor's in-house training program shall be equivalent to the Services'. When aircraft flight simulators exist for the type aircraft being flown, crewmembers shall complete emergency procedures simulator training. The duration of the training session shall be commensurate with Service requirements. When no simulator exists, emergency procedures training shall be accomplished in an actual or mockup cockpit by an instructor. A comprehensive written examination on the applicable mission, type, design, and if appropriate, series of aircraft must be completed. Knowledge of all the aircraft systems, including normal and emergency procedures, must be demonstrated to an instructor pilot. In the absence of a Service defined program or when limited by the contract, the contractor shall recommend an initial qualification program which is similar to programs the Services use for like aircraft to the GFR for approval.

#### 4.5.2. Crewmember Currency Requirements.

4.5.2.1. General Requirements. Currency applies to minimum hour/sortie/event requirements necessary to maintain qualification in a particular type/design aircraft. Contractor crewmembers shall maintain all applicable currencies required by the procuring Service for each flight operation/event (in which qualification is maintained), in the designated aircraft and crew position. If this guidance doesn't exist, the contractor shall develop and submit a recommended currency program (similar to Service requirements for like aircraft, missions and events) to the GFR for approval. ~~Contractor training procedures shall~~ *For COCO operations the training program is not tied to [Service Guidance](#), but all training programs must* be sufficient to ensure that the aircrew are proficient for the mission to be flown before assigning that crewmember to the flight schedule. The Procedures shall:

4.5.2.1.1. Describe the methods used to ensure that aircrews maintain currency, and don't perform tasks for which they are not current and qualified.

4.5.2.1.2. Identify the office/title of the individual responsible for overseeing Paragraph 4.5.2.1.1. (above).

4.5.2.1.3. Publish a table of the specific [Service Guidance](#) used for currency, and recurrency/proficiency requirements.

4.5.2.1.4. Proration. A crewmember performing on a contract for less than a semiannual training period shall accomplish a prorated share of the minimum requirements based on the percentage of the remaining training period. Accomplishment of these currency requirements should be distributed evenly throughout the calendar period to enhance aircrew skill levels.

4.5.2.2. Using Civil Aircraft to Maintain Currency on Contract Aircraft. Generally, the operation of civil aircraft does not contribute to currency and proficiency requirements for the operation of Government aircraft unless the civil and Government aircraft are similar in handling qualities and have basically the same aircraft systems (fuel, electrical, hydraulic, cockpit layout, etc.), as determined by the GFR. When the GFR allows the use of civil aircraft to count for requirements, the records of the contractor crewmember will be annotated to indicate the specific civil aircraft used.

4.5.2.3. Contractor pilots (Army) contracted to conduct initial aircraft qualification, initial Maintenance Test Pilot qualification, or administration of the Army Aircrew Training Program shall be qualified and maintain currency per AR 95-1 and the applicable Aircrew Training Manual (ATM). Such designated pilot positions include; IP, SP, IE, and ME.

4.5.3. Multiple Aircraft Qualification Currency Requirements. Contractor crewmembers maintaining qualifications in multiple aircraft under contract shall accomplish a minimum of 50 percent of the Service currency requirements in each aircraft. Contractor crewmembers qualified in other than Government aircraft in a professional capacity shall have their records so noted, but approval for such additional qualification shall not be the responsibility of the GFR, nor does it constitute multiple qualification under this Instruction.

4.5.3.1. GFRs may authorize contractor crewmembers to maintain qualification in two different series of the same aircraft design (model).

4.5.3.2. Authority to approve multiple qualifications in two or more different design (model) aircraft, three or more series of the same aircraft design (model), or any other combination of mission/design/series, rests with the Service waiver authority for this Instruction. Exception: GFRs may authorize contractor UA-Operators in Group 1 or Group 2 aircraft to maintain qualification in up to 4 UAs (within the same Group) without the need for Service approval. *USAF Only: Multiple qualifications are at the mission and design levels, IAW AFI 11-202 Vol 2 (AFMC Supplement). See AFI 11-502 Vol 2 (AFMC Supplement) for SUAS multiple qualifications.*

4.5.4. Night and IMC. There is no requirement for contractor pilots and copilots to fulfill night or instrument requirements, except in those cases where night or instrument flying by contractor personnel is required by contract. Pilots maintaining night flying currency must also maintain instrument currency except in aircraft not certified for instrument flight. Training and currency requirements for night currency and other

events shall be accomplished in the contractor's flying program under the provisions of the contract.

4.5.5. Special Flight Events. The contractor shall ensure that crewmembers are properly trained in flight operations which require special maneuvers or qualifications; e.g., formation, air refueling, BFM, ACBT, low level, night vision devices, weapons delivery etc. Currency requirements for these operationally oriented flight events shall be per [Service Guidance](#).

4.5.6. Periods of Reduced Flight Time Availability. When contractor crewmembers cannot meet training requirements because of low density production or developmental aircraft, the contractor shall develop and submit a recommended alternative training plan for category/design aircraft through the GFR and ACO to the appropriate waiver authority. An example of such a training plan would be to substitute 50 percent of the Service requirements in a similar aircraft or compatible simulator. Such approvals must be obtained for each applicable semiannual period.

4.5.7. Recurrency/Requalification. When crewmembers fail to maintain basic aircraft qualification currency they shall not be permitted to fly as crewmembers on Government aircraft except for appropriate recurrency/requalification training. The contractor shall develop and submit a recommended recurrency program (similar to Service requirements for like aircraft, missions and events) to the GFR for approval.

4.6. Crewmember Ground Training Requirements. The contractor shall develop a ground training program which includes (as a minimum) the requirements of this section. The Procedures must assure that aircrews do not fly if training requirements have not been met.

4.6.1. Crewmember and non-crewmember requirements (*Paragraph 4.6.1 and its subparagraphs do not apply to UA operators*).

4.6.1.1. Physiological training. All crewmembers and non-crewmembers shall receive the appropriate physiological training identical to the analogous Service crew position and mission parameters. Physiological training for pilots and copilots shall include spatial disorientation demonstrations and training to the maximum extent possible. Refresher training shall be accomplished per [Service Guidance](#). This training, if required by [Service Guidance](#), may be waived by the GFR for non-crewmembers required to fly no more than once in a 12 month period.

4.6.1.2. Aircraft Egress/Evacuation Training. This training shall cover a review of aircraft emergency equipment and escape procedures. Training shall be tailored to the type(s) of aircraft and crew position in which the individual maintains qualification. The contractor shall ensure that all crewmembers and non-crewmembers receive annual egress training. As appropriate, egress/evacuation training shall address a minimum of the following:

4.6.1.2.1. Egress methods (ground and flight),

4.6.1.2.2. Ejection seat normal and emergency procedures to include automatic modes,

4.6.1.2.3. Seat kit modes of operation and deployment,

- 4.6.1.2.4. Post ejection checklist items,
- 4.6.1.2.5. Parachute operation to include malfunctions and landing techniques,
- 4.6.1.2.6. Fire extinguisher training/refresher and,
- 4.6.1.2.7. Use of smoke masks.
- 4.6.1.3. AFE/ALSE/ALSS training. The frequency and content of training shall be based on [Service Guidance](#).
- 4.6.1.4. Water Survival Training/Under Water Egress Training. Currency is required prior to operating any Government aircraft over open water beyond the gliding distance to land. The frequency and content of training shall be based on [Service Guidance](#). Training shall be given by a qualified life support/survival equipment instructor or by attending a Service water survival refresher course. Water survival training shall be tailored to the type(s) of aircraft and crew position(s) for which the individual maintains qualification. This training, if required by [Service Guidance](#), may be waived by the GFR for non-crewmembers required to fly no more than once in a 12 month period.
- 4.6.1.5. Land Survival Training. The frequency and content of training shall be based on [Service Guidance](#).
- 4.6.2. Additional Requirements for Crewmember. The frequency and content of training shall be tailored to meet minimum requirements of the Procuring Service.
  - 4.6.2.1. Academic Training. Aircrew members shall complete academic refresher training to include self-instruction. As a minimum, this training shall address the following topics (as appropriate): FCF/ACF procedures; aircraft normal and emergency systems/operations; Tech Manual notes, warnings and cautions; flight test areas and procedures; local airfield and ATC procedures; review of the Procedures and [Service Guidance](#) used. This training may be conducted during monthly flying safety meetings.
  - 4.6.2.2. Emergency Procedures Training. This training may include the use of simulators belonging to either the contractor or the Government. A qualified simulator instructor or IP is required to supervise this training. If a compatible simulator does not exist, an IP may provide this training in a crew station mockup or cockpit. The frequency and content of training shall be based on [Service Guidance](#).
  - 4.6.2.3. Crew/Cockpit Resource Management Training (CRM)/Aircrew Coordination Training-Enhanced (ACT-E). The contractor shall ensure that all crewmembers receive the CRM/ACT-E training required by [Service Guidance](#).
  - 4.6.2.4. Initial Centrifuge Training (Air Force). All crewmembers and non-crewmembers who fly Active Sustained High G Aircraft (SHGA) must complete centrifuge training in accordance with [Service Guidance](#). SHGA are capable of rapid G-onset rates (greater than 3.0 G/sec) and sustained (greater than 5 seconds) G-loading of greater than 6.0 G. Current examples of aircraft that meet this definition are: A-10; T/AT-38; F-4; F-15; F-16; F-22; and F-35.
- 4.7. Crewmember Evaluations.
  - 4.7.1. General. Approved contractor crewmembers must be evaluated on their ability to perform assigned duties and designated flight tasks, including operating all the

aircraft systems related to their crew position. They must perform assigned aircrew functions safely and effectively. Flight and ground evaluations shall be accomplished in accordance with [Service Guidance](#). All evaluations conducted by the Government shall be coordinated with and approved by the GFR. If a pilot exceeds the currency period for the instrument check, he/she shall not fly IFR unsupervised by an IP until the evaluation is satisfactorily completed. Evaluations may be conducted as an integral part of the regularly scheduled flights. The Procedures shall describe the methods used to ensure that aircrew evaluations do not lapse.

4.7.2. No-Notice Evaluations. Contractor crewmembers are subject to no-notice flight evaluations.

4.7.3. Flight Evaluations. Flight evaluations shall be administered to the contractor crewmember either by an approved contractor flight evaluator/instructor or by a qualified Government evaluator/instructor, at the direction of the GFR. The senior contractor examiner pilot shall receive initial/recurring evaluations by a Government pilot authorized to administer that evaluation to Service aircrews.

4.7.4. Contractor pilots designated as IE, SP, IP, or ME for the administration of the Army ATP shall be evaluated annually by a Government pilot authorized to administer that evaluation to Service aircrews.

4.8. Forms and Records.

4.8.1. Requests For Flight Approval. GFR written approval is required for all flights under this Instruction.

4.8.1.1. Procedures shall outline requirements for completion and submission of [DCMA Form 644, Request For Flight Approval \(Attachment 2\)](#), or GFR approved equivalent form. GFR approved alternate forms shall contain the same required information depicted on the [DCMA Form 644](#).

4.8.1.2. The Government's assumption of risk of loss under the [GFRC](#) does not extend to flights not previously approved in writing by the GFR, or to flights which the corresponding flight approvals have been altered following the GFR's signature and without the GFR's approval.

4.8.1.3. The names of all crewmembers, non-crewmembers, and passengers (Government or contractor) flying on aircraft in accordance with this Instruction, must be depicted, or attached to, the [Flight Approval Request](#).

4.8.1.4. The flight approval request must be completed through block 8 for approval. Specifically, the following items must be completed in detail:

4.8.1.4.1. Block 2 - A by-name listing of all crewmember personnel, by position, authorized to participate in the flight. Contractors shall identify the PIC in Block 2.

4.8.1.4.2. Block 3 - A by-name listing of all non-crewmember personnel, by position, authorized to participate in the flight.

4.8.1.4.3. Block 7 - Type of flight, profile, governing directives, test plan, flight release, etc. Include flight area, route of flight, stops, and destination.

4.8.1.4.4. Block 8 - Signature and contact information of CRO who certifies that the flight is in accordance with the flight program authorized by the contract and shall be conducted in accordance with the approved flight operations procedures.

4.8.1.4.5. Block 9 – GFR signature. Must be in writing. A digitally signed email meets this requirement.

4.8.1.4.6. Block 10-13 - Record the applicable information upon completion of the flight and provide to the GFR within 24 hours. The GFR may waive this requirement for operations where the contractor aircrew are embedded in Service units.

4.8.1.4.7. Once the flight approval is signed, contractors shall not deviate from the authorized profile without advance approval in writing from the GFR. A digitally signed email from the GFR meets this requirement.

4.8.2. Contractor Crewmember Record. Use [DD Form 1821, Contractor Crewmember Record](#), ([Attachment 4](#)), or Service forms and directives, to record individual crewmember training, qualifications, flight time and approval to operate Government aircraft.

4.8.3. Training Folder. Maintain a training folder on each crew/non-crewmember in training status. This folder serves as a management tool to record training progress and assist in the orderly progression of training. The folder shall contain:

4.8.3.1. A “Training Recap Table” listing all training required by the upgrade program. This table should fully identify prerequisite events and should allow the instructor to document the date an event was completed;

4.8.3.2. A record of the grade and date of the current aircraft and aircrew examinations;

4.8.3.3. Hours, types, and dates of ground schools completed; and,

4.8.3.4. Each training and checkout flight numbered with a résumé as to the areas covered, including how the trainee performed during that training period.

4.8.4. Records (Crewmember). Maintain a record folder for each crewmember after the completion of training and qualification. A method shall be established to inform the GFR when these documents are renewed or expire, or are withdrawn or canceled. There is no requirement to maintain records for crewmembers no longer on flight status. Include in the record folder:

4.8.4.1. Training records as required in Paragraph 4.8.3, above, for at least 18 months or per [Service Guidance](#), whichever is longer;

4.8.4.2. Copies of GFR crewmember approvals. Include documented records of any completed special training which is needed to perform all maneuvers required to conduct the test, functional/acceptance check flights, and mission profile; e.g., formation, refueling, instrument, night, low level, etc.;

4.8.4.3. Current Medical Certificate. Note: Follow all Health Insurance Portability and Accountability (HIPAA) Privacy Rules regarding protection of medical records;

- 4.8.4.4. Certification of physiological training, altitude chamber, and centrifuge training, when required;
- 4.8.4.5. Certification of Life Support, egress and survival training;
- 4.8.4.6. FAA documents.
  - 4.8.4.6.1. All applicable FAA Certificates and records of other qualifications;
  - 4.8.4.6.2. *Record that a Violation occurred (FAA or host nation) (Details provided upon request.);*
- 4.8.4.7. Certification of recurring flight evaluations and prerequisite written and oral examinations. A copy of all flight evaluations shall be maintained for at least 18 months or per [Service Guidance](#), whichever is longer; and,
- 4.8.4.8. Certification of CRM/ACT-E training.
- 4.8.5. Records (non-crewmember). A method shall be established to inform the GFR when these documents are renewed or expire, or are withdrawn or canceled. There is no requirement to maintain records for non-crewmembers no longer on flight status. Maintain a records folder for each non-crewmember that shall include as a minimum:
  - 4.8.5.1. A completed copy of non-crewmember's authorization to fly or a copy of the CRO's non-crewmember list (per Paragraph 4.2.6.),
  - 4.8.5.2. Military or FAA Medical Certificate. (Note: Follow all Health Insurance Portability and Accountability (HIPAA) Privacy Rules regarding protection of medical records.),
  - 4.8.5.3. Certification of training and qualification,
  - 4.8.5.4. Certification of physiological training and altitude chamber, when required,
  - 4.8.5.5. Certification of applicable AFE/ALSE/ALSS, egress and survival training,
- 4.8.6. Flight Time Records. Maintain a record of each crewmember's flights to include:
  - 4.8.6.1. Date and time,
  - 4.8.6.2. Type mission,
  - 4.8.6.3. Aircraft type/design/series,
  - 4.8.6.4. Instrument time (actual, simulated),
  - 4.8.6.5. Night hours and,
  - 4.8.6.6. Pilot-in-Command, co-pilot, instructor pilot, etc. hours.
- 4.8.7. Access to Records. Crewmember/non-crewmember training folders, flight time records, and record folders shall be available to the GFR and other appropriate Government personnel at the request of the GFR. Records may be maintained electronically or hard copy in a format acceptable to the GFR.

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## Chapter 5

### GROUND OPERATIONS

5. Ground Operations. This section applies to contractor personnel who perform ground operations on aircraft, *including* for FOD and Tool Control per Chapter 3, Paragraph 3, and those personnel who operate and maintain ground equipment used in support of aircraft.

5.1. Ground Operations Procedures (GOPs). The contractor shall develop and follow written GOPs to ensure that only trained, qualified and certified personnel perform all aircraft ground operations, as applicable. Contractors perform many ground operations related to aircraft not specifically mentioned in this Instruction; however, all hazardous ground operations performed in, on and around aircraft must be addressed in the Procedures.

5.2. Training, Qualification and Certification. The contractor shall provide each employee comprehensive initial indoctrination training and continuation training sufficient to enable him/her to perform authorized ground operations in a safe and effective manner. Personnel authorized to operate aircraft systems/subsystems (pneumatics, hydraulics, electrical, flight controls, landing gear, etc.) shall *be trained and qualified on receive training, qualification, and/or certification in* each system *and type/model aircraft* operated. All personnel performing ground operations shall be qualified for the procedures they are required to perform (See GOP Training Matrix, [Attachment 12](#), *for minimum requirements*). *The contractor may determine the need, frequency, and requirements for recurring training, qualification, and certification unless prescribed by the contract, or this Instruction. Qualification can be obtained by demonstrating satisfactory skills on job knowledge, attending difference training, or by passing a written, oral, or performance evaluation for a specific task or operation.*

5.2.1. Master Training Plan. Contractors shall develop, as part of their Procedures, a Master Training Plan to ensure that contractor personnel are qualified / certified to perform their tasks. The Master Training Plan shall include:

5.2.1.1. A roster of instructors,

5.2.1.2. Initial and continuation training shall include, as applicable, written and/or practical exams (identify minimum passing score),

5.2.1.3. Course nomenclature,

5.2.1.4. Course outlines and programs of instruction for each GOP,

5.2.1.5. A process that ensures courses are current,

5.2.1.6. A controlled process for tracking and forecasting training to ensure employees do not go non-current or perform tasks if their currency has expired,

5.2.1.7. A process to identify/establish training for new or emerging requirements,

5.2.1.8. A process for evaluating the previous training, qualification, and certification of new personnel,

- 5.2.1.9. A process for recertifying/requalifying personnel.
- 5.2.2. Training, qualification, certification, and training records. Employee Training Records (Electronic or Manual) will contain at a minimum:
  - 5.2.2.1. Initial, recurring, currency/proficiency and re-certification training status for employees,
  - 5.2.2.2. A record of successful course completion, date completed and next due date, as applicable,
  - 5.2.2.3. Documentation of engine/APU/GTC run currency. Note: A separate run log may be maintained,
  - 5.2.2.4. Other certifications, as appropriate and,
  - 5.2.2.5. Records of medical examination type and currency as required (date accomplished & next due). Note: Follow all Health Insurance Portability and Accountability (HIPAA) Privacy Rules regarding protection of medical records.
- 5.2.3. Testing. Contractors shall:
  - 5.2.3.1. Develop processes to ensure tests are not memorized / compromised over a period of time (e.g., multiple versions of each test, or randomly generated questions (computerized)). (Note: Emergency Procedures exams are exempt from the requirements of this paragraph.),
  - 5.2.3.2. Provide a process for securing test material,
  - 5.2.3.3. Retain latest exam results (e.g., pass/fail, score).
- 5.3. FOD and Tool Control. Note: NAS 412 is a useful starting point for developing a FOD and Tool Control Program.
  - 5.3.1. The contractor shall develop a Foreign Object Damage prevention and Tool Control program which is planned, integrated, and developed in conjunction with Safety, Test, Engineering, Quality, Maintenance, Production, Manufacturing and Facility offices, as applicable.
  - 5.3.2. FOD and Tool Control Processes, commensurate with the risk, shall be established for manufacturing, maintenance, modification, assembly and disassembly, and flight test/acceptance operations. FOD and Tool Control processes shall mitigate the FOD risk using control methods factoring the level of risk of migration, entrapment, encapsulation and damage. Strategies to mitigate the risk of FOD can include containment, accountability, documentation, use of technology, Non-Destructive Testing/Inspection (NDT/NDI), work instructions, design, inspection process, etc.
  - 5.3.3. Specific FOD procedures shall address at a minimum:
    - 5.3.3.1. Metrics, measures, data collection, analysis, trend identification, root cause analysis and corrective action (NOTE: the methodology for accomplishing these processes does not require GFR approval),
    - 5.3.3.2. Management's role in FOD prevention (e.g., use of tool checks, response to lost tools, training program, etc.),

- 5.3.3.3. FOD Prevention Training. Initial, recurring,
- 5.3.3.4. Designation of FOD zones/areas (as appropriate), and controls governing each zone/area (e.g., increased restrictions/vigilance). Zones may be differentiated based on the level of risk,
- 5.3.3.5. Housekeeping. Shall include timely cleaning activities of areas off the product when generated work debris poses a migration potential increasing the risk of FOD,
- 5.3.3.6. Clean-As-You-Go. Shall include timely cleaning activities of areas within the aircraft/product when generated work debris poses a potential for migration and entrapment,
- 5.3.3.7. Use and control of FOD protection devices/barriers (e.g., caps/plugs, dust covers, intake/exhaust/pitot covers, pads, etc.) for open component ports, tubing, lines, ducting, electrical connectors, protection of surfaces/edges, etc.,
- 5.3.3.8. Control of FOD on runways, taxiways, flightline, parking areas, aprons, hardstands and aircraft/engine run up areas to include trim pads, hush houses, and test cells through the use of sweepers, FOD walks, etc.,
- 5.3.3.9. Reporting and tracking of degraded ramp/taxiway/runway surfaces and interim procedures for operating in or around degraded areas and during construction activities,
- 5.3.3.10. Vehicle traffic entering aircraft operational areas (e.g., rollover checks, FOD shakers, etc.),
- 5.3.3.11. Recurring FOD Prevention Meetings (no less frequent than quarterly). Includes lessons learned; problem areas; trend analysis/results,
- 5.3.3.12. FOD awareness briefings and/or procedures for visitors. Government employees/visitors shall follow the approved contractor's FOD prevention procedures. Contractors shall develop specific procedures for aircrew access,
- 5.3.3.13. Tool, Equipment and Item Control procedures shall address at a minimum:
  - 5.3.3.13.1. Inventory, Accountability, Traceability (e.g., shadow boxing, automated inventory systems, tool chits, Radio Frequency Identification (RFID), automated dispensing units, tool tags, serializing/etching, kitting, documenting work plans, inspections, tool/item issue/return process, control logs, etc.),
  - 5.3.3.13.2. Items too small to etch/mark shall be listed by description on inventories (e.g., 12 apexes + kit/container), and containerized with like items (if applicable),
  - 5.3.3.13.3. Inventory lists shall be of sufficient detail to identify tool type, location in the tool box (if applicable), and description of sub-components (e.g., feeler gauge/12 blades),
  - 5.3.3.13.4. Control and inventory of specialty tools and test equipment,
  - 5.3.3.13.5. Management Responsibilities (e.g., documented periodic surveillance/assessment of tool inventories, etc.),
  - 5.3.3.13.6. Tool Crib Attendant Responsibilities (e.g., issue, turn in, inventories, etc.),

5.3.3.13.7. User Responsibilities (e.g., pre and post-use inspections to include inventory and serviceability; taking the minimum required to accomplish the task, etc.),

5.3.3.13.8. Methods for controlling specialty tools, shop aids, clamps, *clecos*, fixtures, etc., required to be installed on the aircraft/product for extended periods of time (over one shift),

5.3.3.13.9. Unserviceable Tools. Procedures shall ensure unserviceable tools are removed from use,

5.3.3.13.10. Methods for controlling consumables. This includes: perishable tools such as drill bits, cutters, reamers etc., that are periodically replaced due to wear, and expendable items such as rags, wipes, tongue depressors, acid brushes, sandpaper, applicators, sealant, glue, tape rolls, scrapers, etc. that are expended during use,

5.3.3.13.11. Methods for controlling small hardware and miscellaneous small parts (e.g., fasteners, *clecos, clamps, nuts, bolts, and washers*) used in, on, and around the aircraft and aircraft components (e.g., uninstalled wing, fuselage, tail section, engines etc.), and support equipment,

5.3.3.13.12. Methods for controlling personal items (e.g., pens, pencils, jewelry, *PDA's, MP3 players,* cell phones, watches, keys, lighters, coins, wallets) during ground operations.

5.3.3.14. Lost Tool/Item Procedures. Shall include procedures for: non-attribution reporting, search process, documentation, GFR notification, and incident closeout. Aircraft shall not be released for flight until the contractor has concluded the search process. The Aircrew shall be briefed on all incidents of lost *tools/items reported missing and not recovered, that the contractor determines may still be on the aircraft. The aircraft records shall be annotated to reflect the lost items.*

5.4. Aircraft Engine/APU/GTC Operation (Ground Personnel). Procedures shall address at a minimum:

5.4.1. Engine/APU/GTC Run Certification Program. Personnel authorized to start and operate aircraft engines, APU/GTCs, and uninstalled engines shall be certified. Aircraft engine motoring shall only be performed by trained and certified engine run operators. Operators may maintain qualifications in multiple aircraft, engine, APU/GTC types,

5.4.2. Engine Operations. The contractor shall ensure that the correct checklist and procedures are used. Helicopter and tilt-rotor (including UA helicopter/tilt-rotor) ground engine operations shall only be performed by pilots (UA operators) current and qualified in the aircraft/UA. Certified ground personnel may conduct helicopter and tilt-rotor APU/GTC operations,

5.4.3. Training. Ground personnel who operate aircraft engines, APUs, or GTCs shall be trained, pass a written exam, pass an emergency procedures test with a score of 100%, receive practical instruction (may be accomplished using a flight crew simulator) and be evaluated by a certifier for each aircraft type, model, series for which they are being certified.

5.4.3.1. There are three required phases of training for operating aircraft engines.

5.4.3.1.1. Phase I – Training (Academic).

5.4.3.1.1.1. General aircraft familiarization shall include, as a minimum, basic Mission, Design, Series, airframe characteristics, aircraft safe-for-maintenance procedures, cockpit configuration and systems, throttles and aircraft controls, egress, normal and emergency braking systems, aircraft system & subsystems operation, UHF/VHF radio operation, air traffic control (ATC) tower procedures, emergency radio transmissions, installation & removal of aircraft restraining devices (if applicable), thorough review of tech data procedures with emphasis on notes, cautions, & warnings, engine/APU/GTC operation, to include normal operational parameters and limitations, aircraft and engine/APU/GTC emergency procedures (critical actions) and operating limitations. Procedures identified as critical memory items must be memorized.

5.4.3.1.1.2. Complete an engine operation parameters/limitations test and an emergency procedures test. Emergency procedures must include all applicable emergency procedures identified in the engine/aircraft/APU/GTC technical data. Emergency procedures (critical actions) tests ~~must~~ shall be *fill-in-the-blank, written-out, i.e.,* not multiple choice, *and require a 100% score.*

5.4.3.1.2. Phase II – Practical (Aircraft Cockpit or Simulator).

5.4.3.1.2.1. Students shall demonstrate knowledge and proficiency in the following areas prior to performing an actual engine start:

5.4.3.1.2.1.1. Proper Run clearance procedures,

5.4.3.1.2.1.2. Cockpit scanning techniques/patterns,

5.4.3.1.2.1.3. UHF/VHF radio operation, ATC tower procedures, and emergency radio transmissions,

5.4.3.1.2.1.4. Normal APU/GTC/engine start, run, and shutdown procedures, including notes, cautions, and warnings,

5.4.3.1.2.1.5. Augmentor/afterburner or thrust reverser operation as applicable, including notes, cautions, and warnings,

5.4.3.1.2.1.6. Aircraft systems/subsystems normal operating parameters, including notes, cautions, and warnings,

5.4.3.1.2.1.7. Egress procedures,

5.4.3.1.2.1.8. Normal and emergency braking operation,

5.4.3.1.2.1.9. Ensure emergency procedures (critical actions) are memorized. Instructors will evaluate the student on response time and ability to handle emergency situations.

5.4.3.1.3. Phase III – Actual Aircraft Engine Run. Students shall be evaluated by a certifying official on all items in Phase II.

5.4.4. Currency/Proficiency:

5.4.4.1. 90-day: Perform a run for each aircraft/engine/APU/GTC type. *Engine runs in an engine test cell cannot be used for currency in the aircraft. Currency may be*

*maintained by the use of a GFR approved simulator on an alternating (every other engine run) basis.*

5.4.4.2. Annual:

5.4.4.2.1. Pass a written procedures and emergency procedures test,

5.4.4.2.2. Complete an engine run evaluation by an engine run certifier,

5.4.4.2.3. Complete an APU/GTC run evaluation by an APU/GTC run certifier.

5.4.4.2.3.1. To regain 90 day currency, operator must complete an engine/APU/GTC run under the supervision of a certifier. *GFR approved aircraft simulators may be used to regain currency.* Annotate recurrency in the operator's training record.

5.4.5. Engine Run Certifiers. Personnel authorized to certify engine run operators must be appointed in writing. They shall be current and qualified in the operation and shall receive their annual exam from a Government or contractor engine run certifier. The GFR/GGFR may restrict certifier status and or require use of military certifiers.

5.5. Medical (Physical) Requirements for Ground Personnel.

5.5.1. All personnel performing engine runs, ground taxi, towing (except wing walkers), or operating self-propelled support equipment, shall receive a physical examination from a licensed physician prior to conducting these operations, and subsequently on a specified periodic basis (not to exceed 5 years). The physician shall determine, based on job requirements, that the individual can safely perform the specific operations for which they are certified.

5.5.2. Records. The contractor must only place a medical statement in the employee's record that indicates the artisan/technician has been medically qualified for applicable tasks (include the completion date). The actual physical results must not be placed in the training record (violation of HIPAA).

5.6. Aircraft Ground Support Equipment (AGSE). This area includes, powered and non-powered aerospace ground equipment (AGE) operations (e.g., powered: external Auxiliary Power Units (APU)/Gas Turbine Compressor (GTCs), hydraulic test stands, light carts, etc.; non-powered: nitrogen/oxygen servicing carts, lifting devices, cradles, slings, support devices, aircraft work stands, tow bars, etc.). Procedures shall address at a minimum:

5.6.1. Periodic inspection/maintenance program to ensure serviceability and safety of equipment. Include maintenance/inspection methods and standards. Technical data must be referenced and used to develop scheduled/preventative maintenance plan,

5.6.2. Management of equipment maintenance/inspection and historical records,

5.6.3. User requirements (e.g., pre-operational inspections/documentation),

5.6.4. Tracking systems for preventative maintenance, time-changes and equipment items requiring calibration, next inspection due date,

5.6.5. An equipment identification process (e.g., unit numbers, bar codes, etc.),

5.6.6. Configuration control/management (e.g., Time Compliance Technical Orders, Service Bulletins, recalls of commercial equipment, safety alerts, etc.),

- 5.6.7. Corrosion control,
- 5.6.8. Equipment in overdue status but in-use and cannot be removed (i.e., jacks installed for extended periods, fixtures, cradles, etc.),
- 5.7. Airfield and Facility Vehicle Operation. Procedures shall address at a minimum:
  - 5.7.1. Vehicle operation (to include self-propelled equipment) in proximity of aircraft, aircraft components and support equipment,
  - 5.7.2. Safe operating speeds,
  - 5.7.3. Spotter requirements for backing, etc.,
  - 5.7.4. Vehicle pre-operational/safe-to-operate inspection requirements.
- 5.8. Aircraft servicing. Procedures shall address at a minimum:
  - 5.8.1. Refuel/defuel process,
  - 5.8.2. Fuel servicing equipment,
  - 5.8.3. Fuel storage,
  - 5.8.4. *Fuel quality*,
  - 5.8.5. Hydraulic systems, engines, gearboxes, propellers, landing gear struts, accumulators, etc. (to include prevention of cross-contamination),
  - 5.8.6. Oxygen (liquid and gaseous),
  - 5.8.7. Aircraft tires,
  - 5.8.8. Grease guns, dispensing cans, spray bottles, pump oilers, etc. and,
  - 5.8.9. Processes for preventing cross-contamination.
- 5.9. Aircraft Ground Handling. Procedures shall address at a minimum:
  - 5.9.1. Towing (*includes towing by hand*):
    - 5.9.1.1. Towing Pre-briefings to include risk management,
    - 5.9.1.2. Identification of towing supervisor,
    - 5.9.1.3. Required personnel,
    - 5.9.1.4. Towing speeds,
    - 5.9.1.5. Towing in congested areas,
    - 5.9.1.6. Tow vehicle operation,
    - 5.9.1.7. Aircraft setup/configuration as required by applicable aircraft technical guidance,
    - 5.9.1.8. Towing during reduced visibility, (use of lighted wands, etc.),
    - 5.9.1.9. Communications external to tow team,
    - 5.9.1.10. Signaling for normal and emergency stops (e.g., whistles, horns, radios) and,

- 5.9.1.11. Emergency aircraft movement (hangar/flightline, fire/severe weather).
- 5.9.2. Marshalling:
  - 5.9.2.1. Aircraft obstacle clearance distances,
  - 5.9.2.2. Use of standardized FAA, ICAO, or [Service Guidance](#) hand/wand signals,
  - 5.9.2.3. Marshalling team member positions in relation to the aircraft and,
  - 5.9.2.4. Special equipment used for limited visibility marshalling operations (e.g., reflective vests and lighted wands).
- 5.9.3. Mooring and Tie Down:
  - 5.9.3.1. Aircraft specific tie-down points,
  - 5.9.3.2. Ground tie-down locations,
  - 5.9.3.3. Use of approved tie-down equipment for the specific aircraft and,
  - 5.9.3.4. Grounding requirements. *(Note: For permanent or long-term sites, MIL-HDBK-274, Electrical Grounding for Aircraft Safety, provides guidance.)*
- 5.9.4. Jacking:
  - 5.9.4.1. Identification of jacking supervisor,
  - 5.9.4.2. Pre-briefing,
  - 5.9.4.3. Required personnel,
  - 5.9.4.4. Communication and signaling between jack team members,
  - 5.9.4.5. Pre-operational inspection of jacking equipment,
  - 5.9.4.6. Pre-operational inspection of location to ensure surface is clean, level, of appropriate weight rating, and the location is sufficiently clear of hazards (e.g., jet/prop blast, obstacles),
  - 5.9.4.7. Proper securing/configuring of jacks after aircraft is jacked (e.g., locking rings, relieving manifold pressure, etc.) and,
  - 5.9.4.8. Aircraft specific requirements (e.g., weight and balance, jack-points, configuration).
- 5.9.5. Taxiing by Ground Personnel:
  - 5.9.5.1. Procedures shall ensure only trained, qualified, and certified personnel shall taxi aircraft,
  - 5.9.5.2. Follow [Service Guidance](#),
  - 5.9.5.3. Ground personnel shall not conduct taxi operations on rotor-wing or tiltrotor aircraft, nor shall they conduct high speed taxi.
- 5.10. AFE/ALSE/ALSS. System/Component Maintenance and Storage. Procedures shall address at a minimum:

- 5.10.1. Training. All personnel performing maintenance, removal, installation, operational checkout of ALSE must be trained and certified **formally** through Service or equivalent commercial training,
- 5.10.2. Service or commercial technical guidance, whichever is applicable, ~~will~~ **shall** be used to develop training and perform maintenance,
- 5.10.3. Proper documentation of all equipment inspection records, forms, cards or information systems,
- 5.10.4. Work center explosive safety program, as applicable,
- 5.10.5. Temperature and relative humidity requirements in accordance with applicable technical data for the chute drying and packing areas,
- 5.10.6. Serviceability/calibration requirements for all equipment used to service and maintain (e.g., parachute-packing tables must be smooth, free of slivers and other defects that will cause damage to parachutes),
- 5.10.7. Proper storage of ALSE (e.g., dry well-ventilated area free of dust and other contaminants),
- 5.10.8. Monitoring/recording of temperature when performing life raft and life preserver leakage tests, as required,
- 5.10.9. Moisture and oil-free air source used to inflate rafts and life preservers,
- 5.10.10. Lead seal crimping tools and crimping requirements/procedures and,
- 5.10.11. Oxygen systems maintenance requirements (e.g., regulators, lines, OBOGS, etc.).
- 5.11. Egress System/Component Maintenance and Storage. Procedures shall address at a minimum:
  - 5.11.1. Training. All personnel performing maintenance, removal, installation, operational checkout of egress seats/components must be ~~system certified formally through a Service school or by an equivalent Original Equipment Manufacturer (OEM) certified trainer trained and certified through Service or equivalent commercial training,~~
  - 5.11.2. Initial and annual "Safe-for-Maintenance" and system familiarization training for all employees that have a need to gain access to cockpits or crew stations equipped with ejection or extraction systems and/or explosive operating canopy removal systems,
  - 5.11.3. Service or commercial technical guidance, whichever is applicable, will be used to develop training and perform maintenance,
  - 5.11.4. Proper documentation of all equipment inspection records, forms, cards or information systems,
  - 5.11.5. Proper inspection, maintenance, handling and storage of Cartridge/Propellant Activated Devices (CAD/PAD) and other explosives applicable to facility/contract,
  - 5.11.6. Work center explosive safety program,
  - 5.11.7. Access to Egress seats/components restricted to authorized personnel only,

- 5.11.8. Proper storage of Egress seats/components (e.g., dry well-ventilated area free of dust and other contaminants) and,
- 5.11.9. Lead seal crimping tools and crimping requirements/procedures,
- 5.12. Aircraft/Equipment Hydraulic Fluid Analysis Program. Procedures shall address at a minimum:
  - 5.12.1. Hydraulic fluid contamination surveillance program for both aircraft and GSE (as applicable IAW technical data) to include test equipment used for operational checks of removed components,
  - 5.12.2. Sampling,
  - 5.12.3. Proper handling of samples to prevent contamination,
  - 5.12.4. Testing methods (e.g., patch and/or portable oil diagnostic system),
  - 5.12.5. Testing results for all aircraft and GSE and,
  - 5.12.6. Required actions for abnormal results.
- 5.13. Oil Analysis Program. Procedures shall address at a minimum:
  - 5.13.1. Technical data requirements,
  - 5.13.2. Sampling,
  - 5.13.3. Proper handling of samples to prevent contamination,
  - 5.13.4. Testing results and,
  - 5.13.5. Required actions for testing results.
- 5.14. Test, Measurement, and Diagnostic Equipment (TMDE). Procedures shall address at a minimum:
  - 5.14.1. Management and tracking of equipment,
  - 5.14.2. Use of technical data,
  - 5.14.3. Standards traceable to the National Institute of Standards and Technology or host nation equivalent,
  - 5.14.4. Notification and recall process for equipment due calibration,
  - 5.14.5. Management actions required for overdue items and,
  - 5.14.6. Required actions for items identified as Out-of-Tolerance,
  - 5.14.7. *Process for removing/quarantining dropped/damaged items to ensure calibrated items with an unknown status are not used,*
  - 5.14.8. *User requirements to ensure calibrated items are verified prior to use.*
- 5.15. Weight and Balance. The following references are good sources of information for developing Weight and Balance procedures: TM 55-1500-342-23 (US Army); NAVAIR 01-1B-50 (US Navy/US Marine Corps); T.O. 1-1B-50 (US Air Force); CGTO 1-1B-50 (US Coast Guard). Procedures shall address at a minimum:
  - 5.15.1. Maintenance, storage, calibration, and handling of scales and/or load cells,

- 5.15.2. When an Automated Weight and Balance System (AWBS) is used, ensure a process is implemented to receive and install updated versions,
- 5.15.3. Use of technical data and,
- 5.15.4. General procedures:
  - 5.15.4.1. Equipment. This area includes: Weighing Equipment, Weighing Accessories, Weighing Procedures, Aircraft Leveling, Dimensions Required for CG Location, Projection of Points to the Floor, Taking Measurements, Recording Weight and Dimensions, and Verification of Weighing Results; and,
  - 5.15.4.2. Calculation. This area includes: Principle of Moments, Effects of Moments on Aircraft, Determination of Balance Condition (Location of Aircraft CG), Effects of Unbalanced Loading, Determining Center of Gravity for a Group of Items, Center of Gravity Limits, Expressing Center of Gravity, Lateral and Vertical Center of Gravity, and Most Forward and Most Aft CG Calculations.
- 5.16. Tire and Wheel. Procedures shall reflect at a minimum:
  - 5.16.1. Use of technical data in tear-down and build-up and,
  - 5.16.2. Storage of wheels, components (e.g., bearings, races, keys, etc.) and tires.
- 5.17. Welding and Brazing (on *or near* fueled or previously fueled aircraft). In the absence of specific contractual or [Service Guidance](#), contractors should follow the minimum standards contained in NFPA 410. Procedures shall address at a minimum:
  - 5.17.1. Authorized locations,
  - 5.17.2. Welding fire-safety checklist,
  - 5.17.3. Process and authority for issuing a “Hot Work Permit,”
  - 5.17.4. Pre-operational inspection of equipment.
- 5.18. Security of Aircraft/Prevention of Unauthorized Access or Operation of Government Aircraft. The Procedures shall include:
  - 5.18.1. Responsibilities and processes for preventing unauthorized aircraft movement and access by unauthorized personnel,
  - 5.18.2. Promotion of security awareness in all flight-line personnel and,
  - 5.18.3. Classified equipment storage,
- 5.19. Technical Orders/Maintenance Manuals (to include Modification Flight Manuals). The Procedures shall include:
  - 5.19.1. Methods that ensure only current technical publications are used for the servicing and maintenance of aircraft and support equipment,
  - 5.19.2. The method for receiving, distributing, and maintaining the currency of technical publications. Where only commercial manuals are available, the contractor is responsible for obtaining them and ensuring that changes and supplements are promptly posted in the basic technical publications. For Federal Aviation Administration

(FAA) certified aircraft, the contractor shall maintain all applicable Airworthiness Directives and Service Bulletins for review,

5.19.3. Foreign Disclosure.

5.20. Aircraft Records Management. Procedures shall address at a minimum, maintenance, management, and control of documents, work pages/plans, historical records, etc.

5.21. Safe-for-Flight Release. The process that certifies the aircraft is safe for flight. Procedure shall address at a minimum:

5.21.1. Review items to include: applicable servicing, inspections, scheduled/unscheduled maintenance, weight and balance, all non-conformances that would preclude flight have been corrected, all deferred non-conformances have been evaluated and documented as "safe for flight" by those certified to make that determination,

5.21.2. Appointment of release authorities in writing and,

5.21.3. Process for release.

5.22. Battery Handling, Recharge and Storage. Procedures shall address at a minimum:

5.22.1. Use of technical data,

5.22.2. Tracking of batteries and,

5.22.3. Separation of non-compatible battery and element/component types (e.g., Lead Acid and Nickel Cadmium, if applicable).

5.23. Corrosion Control. Procedure shall address at a minimum:

5.23.1. Use of technical data,

5.23.2. Cleaning, washing, lubrication and,

5.23.3. Corrosion prevention/control.

5.24. Aircraft Weapons, Munitions, and Cartridge Activated Devices (CADs). Procedures shall address at a minimum:

5.24.1. Use of technical data, ([DoD 4145.26M, DoD Contractor's Safety Manual For Ammunition and Explosives](#) provides extensive guidance),

5.24.2. Use, storage, handling and transportation.

5.25. LASERS. Procedures shall address at a minimum:

5.25.1. Use of technical data and,

5.25.2. Use, storage, handling and transportation.

5.26. Severe Weather. Procedures shall address at a minimum:

5.26.1. Define conditions that constitute severe weather,

- 5.26.2. Provisions for obtaining forecasts and disseminating weather information to affected personnel, including off duty hours notification process and,
- 5.26.3. Response plan. Specific responsibilities for hangaring, mooring, or evacuation of aircraft as appropriate.
- 5.27. Fuel System Maintenance. Procedures shall address at a minimum:
  - 5.27.1. Use of technical data,
  - 5.27.2. Fuel Cell entry operations to prevent damage to the aircraft, including necessary clothing and equipment and,
  - 5.27.3. Fuel systems purging procedures to include:
    - 5.27.3.1. Purging method (air or fluid purging) and,
    - 5.27.3.2. Process, facility, and equipment requirements.
  - 5.27.4. Lower Explosive Level (LEL) procedures.
- 5.28. Hangaring of Aircraft. Procedures shall address rules for full, partially full, or empty fuel tanks, fuel system purging, and LEL procedures. Hangars shall meet the requirements of Paragraph 6.16.1.
- 5.29. Storage and Handling of Hazardous Materials (HAZMAT). Procedures shall address at a minimum:
  - 5.29.1. Handling and storage requirements,
  - 5.29.2. Proper use, labeling and identification and,
  - 5.29.3. Emergency procedures.
- 5.30. Gases (Inert and Flammable). Procedures shall address at a minimum:
  - 5.30.1. Handling, transportation, and storage requirements,
  - 5.30.2. Ventilation,
  - 5.30.3. Proper use, labeling and identification and,
  - 5.30.4. Emergency procedures.
- 5.31. *Application of Electrical and Hydraulic Power to the Aircraft. Procedures shall address at a minimum:*
  - 5.31.1. *Use of technical data and,*
  - 5.31.2. *Minimum required personnel.*
- 5.32. *Operation of Landing Gear, Powered Doors, and Flight Control Surfaces. Procedures shall address at a minimum:*
  - 5.32.1. *Use of technical data,*
  - 5.32.2. *Minimum required personnel and,*
  - 5.32.3. *Minimum clearance distances from objects.*

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## Chapter 6

### SAFETY

#### 6. Aviation Safety Program Elements.

6.1. Mishap Prevention Program. The contractor shall establish a written mishap prevention program for its flight and/or ground operations which includes the following applicable elements: *Designation of an Aviation Safety Official; Risk Management; Hazard Identification and Elimination, Aviation Safety Councils; Flight Safety Meetings; Safety Audits; Bird/Animal Avoidance and Strike Hazard (BASH); Mid-Air Collision Avoidance (MACA); Safety Publications; Damage Reporting; Mishap Notifications; Handling of "Privileged" Data; and Mishap Response Plans.*

6.2. Designation of an Aviation Safety Official. *Shall include specific duties and responsibilities of the position.*

6.3. Risk Management. *Develop a risk management program which incorporates risk assessment, mitigation, and acceptance process.* Contractors may base their programs on Service ~~programs (Operational Risk Management (ORM), Composite Risk Management (CRM) (Army), etc.)~~ such as *Operational Risk Management (ORM) (USN) or Risk Management (Army/USAF)* or equivalent industry practices. *Development of a Safety Management System (SMS) based on FAA guidance is highly recommended.*

6.4. *Hazard Identification and Elimination Procedures.* As a minimum, the system/methodology should allow any contractor personnel to identify a potential hazard under a non-attribution policy, provide an avenue to communicate (anonymously, if desired) this concern to the contractor's safety department for validation and corrective action, and document resolution of the identified hazard.

6.5. *Aviation Safety Council.* Establish a contractor aviation safety council (AKA consolidated safety council) to promote a program of accident prevention in flight, ground, industrial, and explosive activities as they apply to flight and ground operations. These meetings shall be held on a regular basis (at least quarterly). Document and distribute minutes of the meetings to appropriate offices and the GFR. The aviation safety council members shall provide a method to interface with their respective company organization/department. The aviation safety council:

6.5.1. *Shall* accept action items, provide safety expertise, implement changes as required, and operate as a focal point for safety within the company,

6.5.2. *Shall* address company mishaps for trend analysis and recommendations and,

6.5.3. *Shall* address airfield hazards to include obstructions, ATC facilities and procedures, Hazardous Air Traffic Reports (HATRs), and Bird/Animal Avoidance and Strike Hazard (BASH),

6.5.4. *Should* include (but are not limited to):

6.5.4.1. Safety Manager,

6.5.4.2. Director of Flight Operations/Chief Pilot,

6.5.4.3. Quality Assurance (contractor and Government),

- 6.5.4.4. Aviation Safety Official,
- 6.5.4.5. Department Heads,
- 6.5.4.6. FOD Manager,
- 6.5.4.7. Chief of Aircraft Rescue and Fire Fighting,
- 6.5.4.8. Environmental/Hazardous Materials Manager,
- 6.5.4.9. Aviation Maintenance Manager (contractor),
- 6.5.4.10. GFRs,
- 6.5.4.11. GGR (Government),
- 6.5.4.12. CSS/CSM (Government),
- 6.5.4.13. Airfield Manager,
- 6.5.4.14. ATC liaison.

6.6. **Flight Safety Meetings.** Conduct monthly flight safety meetings encompassing all functional areas. The intent of these meetings is to provide a forum for sharing contractor and government information on safety items or issues. Maintain attendance records, a summary of subject matter presented at meetings, and a method to brief absentees on the subject matter. In cases where the number of contractor flight personnel (i.e., four or less) makes a monthly meeting less effective, with GFR approval, a safety folder, updated monthly, meets this requirement. The contractor shall forward minutes of meetings to the GFR and maintain on file for a minimum of one year. Where the contractor's operations are embedded with Government operations, they may integrate their meetings with the local unit.

6.7. **Safety Audits.** Conduct regular safety audits or assessments (at least semiannually) which incorporate all aspects of the contractor's flight and ground operations to include flight, ground, maintenance, industrial, and explosive activities. Forward copies of the report, findings and corrective actions to appropriate offices and the GFR. The following references may be used as guidelines:

- 6.7.1. Army - AR 385 Series, *Safety* publications,
- 6.7.2. Navy - the Naval Safety Center (NAVSAFCEM) 3750 P1 *Safety Review Checklist* or *The NAVAIR IG Safety Checklist*,
- 6.7.3. Air Force - AFI 91-202, *The US Air Force Mishap Prevention Program*, including Major Command (MAJCOM) supplements and,
- 6.7.4. Coast Guard - COMDTINST M5100.47 (series), *Safety and Environmental Health Manual*.

6.8. **Bird/Animal Avoidance and Strike Hazard (BASH) Program.** The intent of this program is to prevent avoidable damage to aircraft due to animal strikes. Define procedures to keep aircrew members aware of the current bird condition. Every reasonable effort must be implemented to keep all types of wildlife away from the runway environment. Contractors may integrate their program with the local airfield program.

6.9. *Mid-Air Collision Avoidance (MACA) Program.* The intent of this program is to proactively analyze the local flying environment and take necessary steps to reduce the likelihood of a mid-air collision. Contractors may integrate their program with the local airfield program.

6.10. *Safety Publications.* Make safety publications readily available to all aircrew members.

6.11. *Aircraft Damage Reporting Procedures.* The contractor shall track all damage to contract aircraft, and notify the GFR of all damage (at or above ~~\$2,000~~ \$5,000) to aircraft "in the open" ~~including post-DD-250 aircraft~~, within 7 days. *Initial cost estimates are normally based on the contractor's appropriate labor rates plus the cost of materials.*

6.12. *Aircraft Mishap Notification Procedures.* The contractor must notify the GFR of any aircraft mishap meeting the *mishap classification* criteria defined in DoDI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping (or applicable agency reporting criteria for non-DoD aircraft)* as soon as practical (*see also Attachment 17, DoD Accident/Mishap/Incident Classification, Reporting Guide, and CSSO List*). The contractor shall provide the GFR a detailed narrative of the mishap, findings (including costs), and recommendations/ corrective actions. *Contractors shall provide mishap cost estimates as they become available and may base their estimate on the contractor's time-and-material rate<sup>2</sup>.*

6.13. *Privileged Data.* Establish procedures for the handling of "privileged" data. In the performance of the contract the contractor may request and receive from the Service's safety center, access to "privileged" information as defined in [DoDI 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping](#), and the Services' safety regulations. If mishap related privileged data is to be requested and obtained, handling procedures for the privileged data must be in place. Handling procedures must address the following safeguards:

6.13.1. Limitations of company internal distribution to the minimum number of directly concerned safety or operator personnel,

6.13.2. No release of privileged data to third parties,

6.13.3. Training to ensure employee awareness of the sensitivity of privileged information and its restrictions for purposes of exclusive Government benefit only.

6.14. *Mishap Response Plan (MRP) (or Premishap Plan).* The contractor shall develop an MRP which establishes the policies, responsibilities, and actions to be initiated should any aircraft in the custody of the contractor become overdue, or involved in a mishap. The contractor shall exercise the MRP on an annual basis. As a minimum, this plan shall include the following:

6.14.1. Immediate action checklist to ensure command, control and coordination of the rescue/recovery effort,

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<sup>2</sup> *The contractor's over-and-above rate is also permitted. The reported rate should reflect actual repair/replacement costs.*

6.14.2. A notification plan which includes a current roster of contractor and Government personnel (including duty and non-duty phone numbers) to be notified in the event of an aircraft mishap,

6.14.3. *A process for impounding the aircraft,*

6.14.4. Procedures for contractor and subcontractor cooperation and participation in mishap investigations conducted by the Government. Procedures must clearly define the differences between a Government Legal investigation (used to satisfy claims) and a Government Safety investigation (used for mishap prevention). The procedures must clearly state the contractual obligation of contractor personnel to provide information and interviews to the Government Safety investigation immediately upon request. The results of medical and toxicological testing per Paragraph 6.14.8 shall be provided to the Government Safety investigation board immediately upon request. The toxicological samples shall be provided to the Government legal investigation board immediately upon request,

6.14.5. Provisions for search and rescue procedures,

6.14.6. Procedures for site security and public affairs,

6.14.7. Procedures for the preservation of evidence to include:

6.14.7.1. Training records,

6.14.7.2. Aircraft log books, maintenance and servicing records,

6.14.7.3. Impounding all of the mishap aircraft's fluid servicing equipment and contents, and,

6.14.7.4. Collection and impoundment of fluid samples from the mishap aircraft.

6.14.8. Medical Procedures.

6.14.8.1. Toxicological Testing. Contractors shall ensure that toxicological testing (at least equal to Service requirement), of personnel involved in aircraft mishaps is promptly accomplished. Contractors shall include toxicological testing procedures as part of their Mishap Response Plan. See the [Armed Forces Institute of Pathology/ Division of Forensic Toxicology](#) guidelines for information on toxicological testing programs.

6.14.8.1.1. Requirement. Crewmembers involved in mishaps in which there is a loss of life, an aircraft is destroyed, property damage is expected to exceed \$500,000; three or more personnel are inpatient hospitalized; or any permanent total or partial disability is sustained shall receive toxicological testing at least equal to procuring Service requirements. Those contractor individuals identified by the GFR whose actions or inactions may have been factors in the mishap sequence shall also be tested (provided SOFA permits in foreign countries). The contractor shall ensure that the requirement for toxicological testing is flowed down to its subcontractors.

6.14.8.1.2. Contractor Personnel Refusing to be Tested IAW 6.14.8.1.1. The GFR has no role in the hiring or firing of contractor personnel. In addition, the GFR cannot force compliance with any portion of this Instruction. However, the GFR has complete authority over access to all aircraft covered by this instruction. Any contractor

crewmember refusing timely toxicological testing following a mishap shall be permanently removed as a Government approved crewmember. Any contractor non-crewmember refusing timely toxicological testing following a mishap shall be permanently removed from the contractor's non-crewmember list. Ground personnel refusing timely testing following a mishap will not be permitted to work on USG aircraft under this Instruction for 3 years. Contractors may request relief from these risk control measures directly to the appropriate waiver authority for this instruction. Requests should include sufficient evidence that the Government's risk has been adequately mitigated. Contractors shall annotate any refusals to comply with toxicological testing in the individual's personnel files.

6.14.8.2. Establish procedures for medical examination of crewmembers, non-crewmembers, and passengers involved in an aircraft mishap, and those ground personnel whose actions or inaction may have been factors in the mishap sequence.

6.14.8.3. An examination by a military flight surgeon or an FAA approved medical examiner is required for those involved in a physiological incident.

6.14.8.4. A comprehensive Flying Duty Medical Examination (FDME) is required during a post-mishap investigation for all Army contracts. In all events, the Army requires the examination by military flight surgeons. If a military flight surgeon is not available, Army aeromedical personnel may approve the examination to be performed by a Department of the Army Civilian or Department of the Army Contract Civilian physician.

#### *6.15. Aircraft Rescue and Fire Fighting (ARFF) and Aircraft Facility Fire Response.*

*6.15.1. Specific minimum ARFF and Aircraft Facility Fire Response requirements at contractor facilities including GOCO facilities (see para 6.15.4.2). Contractors conducting aircraft (to include UA) operations shall provide and/or ensure at least the minimum ARFF and aircraft facility fire response capabilities exist. Minimum ARFF and aircraft facility fire response capabilities shall be aligned with the requirements in National Aerospace Standard (NAS) 3306, Facility Requirements for Aircraft Operations, (Revision 3 or later). When unable to meet the specific ARFF and/or aircraft facility fire response requirements of NAS 3306, contractors may seek relief through the appropriate Waiver Authority for this Instruction (see Paragraph 2.6).*

#### *6.15.2. Contractor Fire Prevention/ARFF Focal Point.*

*6.15.2.1. Appoint a contractor focal point for ARFF, fire protection and fire prevention for each facility/site.*

*6.15.2.2. The focal point shall coordinate ARFF, fire protection and facility fire response efforts and procedures for the contractor.*

*6.15.3. Communication checks with the appropriate agencies. The contractor shall conduct and document quarterly communication checks with appropriate agencies (police, fire department, ambulance service, etc.) for all methods of communication other than the 911 system. This check shall ensure that emergency communication links are current and in working order.*

6.15.4. *Use of Outside Agencies to Meet ARFF and/or Aircraft Facility Fire Response Requirements of Paragraph 6.15.1.* The use of ARFF and/or aircraft facility fire response services provided by local, state, federal, or host nation to meet the ARFF and/or aircraft facility fire response requirements of this Instruction is permitted. The contractor is responsible to ensure all contractual requirements are met even when partial or complete ARFF and/or aircraft facility fire response services are provided by a third party. The contractor shall provide aircraft and facility-specific training of personnel from these units.

6.15.4.1. *The contractor shall develop specific Procedures addressing how they ensure all contractual ARFF and aircraft facility fire response requirements are met to include methods for verification by the contractor and the Government. A written agreement for services should be in place and include detailed response plans, training requirements, provisions for an annual exercise, and operational command and control arrangements. Any deviations between available ARFF and/or aircraft facility fire response capabilities and contractual requirements shall be addressed and corrected by the contractor prior to aircraft operations being performed.*

6.15.4.2. *Where ARFF and/or aircraft facility fire response services are provided by a U.S. Service (Army, Navy, Air Force, Marines, or Coast Guard), equipment, response times, training, etc., are allowed to be in accordance with the instructions, policies and guidance of that military service in lieu of NAS 3306 requirements. A U.S. Service providing ARFF and/or aircraft facility fire response does not relieve the contractor of the contractual obligation of ensuring agent, vehicle, and manning requirements (NAS 3306 Table 5.1) are met. The contractor shall develop specific Procedures addressing how they ensure these requirements are met, to include methods for verification by the contractor and the Government.*

6.16. *Aircraft Facilities.* Aircraft facilities include any building or structure where aircraft are produced/manufactured, housed, stored, serviced, repaired, altered, and/or maintained.

6.16.1. *Requirements.* Aircraft facilities (all buildings, structures, etc.) shall meet at least the minimum requirements of NAS 3306, Facility Requirements for Aircraft Operations. When unable to meet the specific facility requirements of NAS 3306, contractors may seek relief through the appropriate Waiver Authority for this Instruction (see Paragraph 2.6);

6.16.2. *Contractors at Government Owned Facilities.* Contractors located at government owned facilities are exempt from paragraph 6.16.1 however, they shall assess the existing facilities based on the requirements of paragraph 6.16.1 and document any shortfalls. Documented shortfalls shall be provided to the applicable aircraft Program Office(s), facility owners (specific Service POC), and Waiver Authority(s) for this Instruction so that the shortfalls may be addressed if the contracting organization chooses.

6.17. *Contractor Evaluation of ARFF, Aircraft Facilities, and Protection of Aircraft on the Ground.* Prior to arrival of first aircraft and/or beginning contractual operations, the contractor shall evaluate and provide a report to the GFR for the following capabilities at all proposed operating locations: airfields/heliports, ARFF and structural fire fighting

*services, hangars/facilities, and protection methods for aircraft on the ground. The report shall identify any conditions failing to meet the minimums of NAS 3306. For hangars/facilities, the report shall identify the specific construction and fire protection capabilities, to include the NFPA 409 Edition with which the facility is compliant and fuel status of aircraft to be placed in the hangar(s). This report may include the data or applicable reports from paragraphs 6.15 and 6.16.*

*6.18. OCONUS ARFF, Aircraft Facilities, and Protection of Aircraft on the Ground.*

*6.18.1. Foreign Military Sales. Contractors may use host nation equivalent standards in lieu of using NAS 3306. Contractors are not required to identify the differences between NAS 3306 and the host nation equivalent standards nor submit their shortfalls to the Waiver Authority. However, they shall provide a statement of capability of all areas listed in paragraph 6.17.*

*6.18.2. U.S. Government Aircraft. Contractors that wish to use host nation equivalent standards in lieu of NAS 3306 shall identify any differences between NAS 3306 and the host nation equivalent standards. Shortfalls shall be routed through the GFR to the Waiver Authority(s) (see Paragraph 2.6). If a contractor is granted authorization to use the host nation standards, the evaluation from paragraph 6.17 will be conducted using those standards.*

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## Chapter 7

### GOVERNMENT FLIGHT REPRESENTATIVES

#### 7. GFR Procedures.

##### 7.1. GFR Qualifications.

7.1.1. GFR (Aircraft Flight and Ground Operations). A rated U.S. Military officer or Government civilian in an aviation position. GFRs are appointed to perform the Contract Administration Services (CAS) function, [FAR subpart 42.302\(a\)\(56\)](#) *maintain surveillance of flight operations.*

7.1.2. Ground GFR (GGFR). A U.S. Military aircraft maintenance officer or NCO (E-7 or above), or Government civilian equivalent. GGFRs are not authorized to approve contractor crewmembers, flights, flight related portions of the Procedures, or any function/procedure described in this Instruction's Chapter 4 (Flight Operations). GGFRs shall not be assigned where a GFR already exists. In these cases, assignment of a GGR as a member of the APT is appropriate.

##### 7.2. GFR Selection and Assignment.

7.2.1. To administer contracts which include flight and ground operations, the Approving Authority appoints a GFR (and Alternate GFR as desired). To administer contracts which include ground operations only, the Approving Authority appoints either a GFR or GGFR (and alternates as desired).

7.2.2. Organization Providing GFR. The Services normally provide the GFR for contractor operations at Base, Post, Camp or Station locations. DCMA normally provides the GFR for contractor facilities IAW [DFARS subpart 242.2 Contract Administration Services](#).

7.3. GFR Training. Prior to performing GFR/GGFR duties, the GFR/GGFR appointee shall complete the DCMA GFR (*CMA-211*) or GGFR (*CMA-221*) Certification Course (as appropriate) *administered through DAU (see [www.dau.mil](http://www.dau.mil) for course schedule)*. GFRs/GGFRs who have not been involved in contractor aircraft operations for a period of three years shall re-attend the GFR course prior to being appointed as a GFR. Attendance at the DCMA/GFR/GGFR Certification Course is required every five years. Instructing the course counts as attending. GGRs shall ~~also~~ attend the GGFR course.

7.4. GFR Designation. The [Approving Authority](#) designates a GFR for contractor operations where the contractor is required to comply with this Instruction. The [Approving Authority](#) should also designate an alternate GFR. GFRs assigned as non-resident GFR may act as Primary or Alternate GFRs at a maximum of six locations. However, they may act as Primary GFR at no more than four of the six locations. The contractor shall be provided, and should maintain, an informational copy of applicable GFR Appointment Letter. [Attachment 6](#), *GFR/GGFR Appointment Letter Sample Format*, shows an example format for a GFR Appointment Letter. [Attachment 6.1](#), *Applications for GFR/GGFR Appointments*, describes processes for obtaining appointment letters. See Paragraph 7.11.2 for Supporting Contract Administration (SCA) delegation process.

7.5. PCO Responsibility. When this Instruction is incorporated by reference or included in the contract, the PCO shall ensure the contract is not executed without the assignment of a GFR.

7.6. ACO Responsibility. When this Instruction is incorporated by reference or included in the contract, the ACO shall ensure the contract is not performed without the assignment of a GFR.

7.7. Contractor Field Team (CFT), Contractor Logistics Support (CLS) Operations. Locations where operational control and CAS oversight are split between the local unit and an outside agency shall require special attention from the approving authority and GFR. In these situations, the GFR shall be selected from within the organization maintaining operational control of the aircraft.

7.8. GFR General Responsibilities.

7.8.1. Contractor's Procedures. The GFR is responsible for surveillance of those contractor aircraft flight and ground operations where the contractor is required to comply with this Instruction.

7.8.1.1. Procedures shall be reviewed by the GFR at least every 12 months and within 90 days of a change of the primary GFR. GFRs should use [Attachment 10](#), Procedures Index, and [Attachment 11](#), Procedures Review Guide, when reviewing Procedures. The GFR shall complete the review and respond to the contractor in a timely manner (within at least 30 days). Contractors may continue operations under existing Procedures until the completion of the review process unless the GFR identifies an unsafe practice. The contractor shall be notified in writing when the review is complete. The GFR shall maintain a record of approval of the Procedures and send a copy of the approval letter to the ACO.

7.8.1.2. Procedures at Start-up Locations. For contractor operations with no existing approved Procedures, the contractor is encouraged to provide its Procedures, including portions thereof, to the GFR for approval as soon as possible. The GFR shall give priority to approving those Procedures to prevent a delay in the execution of the contract. GFRs may approve portions of the Procedures, however, they shall not approve crewmembers or flights until the entire set of Procedures have been approved.

7.8.1.3. When the contractor is not acting in accordance with Procedures, the contract, test plans, this Instruction, other applicable directives, or if safety is jeopardized, the GFR shall take prompt actions to rectify the issue. In these situations the GFR may elect to withdraw approval of the flights, crewmembers, and/or Procedures. Should the GFR discover contractor operations conducted without approved Procedures, noncompliance with approved Procedures, or discover use of unsafe practices, the GFR shall notify the contractor and ACO.

7.8.1.4. Given the complexity of this Instruction and [Service Guidance](#) it is reasonable to expect disagreement in some areas between the contractor's and GFR's interpretations. Paragraph 3.16 is intended to provide contractors an avenue for elevating their concerns when the disagreement cannot be resolved between the contractor, GFR and ACO. The Service Waiver Authorities for this Instruction are the ultimate arbitrators for resolving these disagreements.

7.8.2. Contract Administration. Contract administration is performed to assure mission effectiveness, flight safety, and contractor compliance with FAR and DFARS clauses and other specific clauses which are cited in the contract. General procedures regarding contract administration for GFRs are contained in this Instruction.

7.8.2.1. In order to effectively perform their delegated duties and determine the scope of their responsibility, the GFR must achieve a thorough working knowledge of this Instruction and the regulations, manuals, technical publications, and documents referenced in the contract. They must also become thoroughly familiar with the requirements of the contract including annexes and appendices.

7.8.2.2. The GFR, in the role as functional expert, must evaluate contracts and changes to contracts and participate in preaward surveys to ensure that contracts contain appropriate vehicles for adequately performing contractor surveillance, and contain referenced standards which protect Government resources while in the custody of the contractor. In the performance of this and other GFR responsibilities, the GFR shall maintain a record of noteworthy observations, discrepancies, recommendations, and contractor corrective actions.

7.8.2.3. *When the WAWF-RR or DD-250 is used to accept an aircraft, liability, GFR authority, and flight approval processes may change. Refer to the contract and contracting officer for additional guidance.*

7.8.3. Contract Deficiencies/Concerns. The GFR must be alert during the contract review to detect deficient procedures/omissions which could affect the safety, both ground and flight, of the aircraft. Examples include: fire protection, special flight test programs, waivers, foreign object damage (FOD) programs, towing procedures, unique aerodrome requirements, tool control programs, engine run procedures, etc.). These situations shall require special attention from the GFR. GFRs should work with ACOs and PCOs to ensure that contracts do not contain verbiage that negates or removes all or part of this Instruction. If these efforts are unsuccessful, the GFR shall inform the Procuring Services waiver approval authority of the contract and issues involved.

7.8.4. Temporary Duty (TDY) Support. The GFR shall ensure that TDY military aircrews arriving on site to support the contract effort, are briefed on facility aerodrome procedures and applicable Procedures and local flight rules. The GFR should also ensure that TDY crews have access to contractor flight planning and briefing facilities. See 7.8.9., below, for more information on TDY crew flight approval.

7.8.5. Experimental Flight Operations. The GFR may need to discuss the flight program and flight profiles with contractor flight operations personnel or a procurement office flight program test officer to clarify the need for flight for certain experimental programs. Experimental test profiles require a Government approved test plan. Other sources of information, education, and advice on these and other flight test profiles include the flight safety personnel at the U.S. Army Materiel Command (AMCOL-CA), Naval Air Systems Command (AIR-9.0F), and Air Force Materiel Command (AFMC/A3V).

7.8.6. *Aviation Program Teams.*

7.8.6.1. *The APT's purpose is to ensure all aspects of aircraft safety (flight, ground, and industrial) which could adversely affect the aircraft are adequately addressed. The GFR heads the APT. The GFR cannot be an expert in all areas of aircraft operations. Due to the complexity and risks involved, it is imperative that appropriate expertise is available to perform the flight operations CAS mission. The experts that assist the GFR in performing flight operations CAS comprise the APT. If the contract involves ground operations and the GFR does not have a background in aircraft ground operations or ground safety, the command shall make available a GGR, and other experts necessary to assist the GFR in performing CAS. Service GFRs are strongly encouraged to use available personnel to form their own APTs.*

7.8.6.2. The APT should maintain a close liaison with the other CAS and contractor organization functional offices. If surveillance of a contract reveals problem areas outside the scope of flight operations, ground operations or industrial safety, the GFR should advise the responsible CAS personnel or ACO, as appropriate. Conversely, GFRs should not hesitate to seek advice on matters of safety (ground/explosive) or QA from functional specialists. As team leader, the GFR should coordinate survey findings and observations regarding procedures, and conditions with the QAR, maintenance personnel, and the rest of the APT. Such findings can then be presented to the contractor and ACO through the GFR.

7.8.7. Crewmember Approval. One of the most important duties performed by GFRs involves approval of contractor crewmembers. To avoid serious problems, it is vital that GFRs follow the instructions governing these processes to the letter. All contractor crewmembers must be approved as a requisite step for contractor indemnification under the [GFR](#). The GFR shall not approve any crewmember until the Procedures have been approved.

7.8.7.1. GFRs shall base their crewmember training, qualification, approval, and removal from flight status decisions primarily on the requirements of the contract, this Instruction, and the current/projected operations tempo of the contractor. GFRs shall also consider the same factors described in Paragraph 4.2.7, *Removal from Crewmember Status*, prior to approving a crewmember in the first place.

7.8.7.2. The GFR shall coordinate with the contractor to ensure that the appropriate numbers of crewmembers are approved, and that programs include sufficient flying time for currency in accordance with this Instruction.

7.8.7.3. Multiple Aircraft Qualifications (USAF): If the AFMC Form 80 is used, the GFR will be listed as the Action Officer in Section IV (block 25). Submission of the multiple qualification package signifies GFR concurrence with the contractor request. The CMO/CC, if a rated officer, will electronically sign Section IV (block 23), in the OG/CC block. If the CMO/CC is not a rated officer, forward the multiple qualification request to DCMA-AO for signature. DCMA-AO will electronically sign Section V (block 27) in the WG/CC block in both cases. Service GFR waiver requests will be signed by the OG/CC providing oversight of contractor operations. Forward the Form 80 to AFMC/A3V for final actions/approval.

7.8.8. Non-Crewmember Approval. GFRs do not approve non-crewmembers per se. However, GFRs shall only approve flights that include non-crewmembers when the non-crewmembers are on the contractor Requesting Official's authorized list and have a mission need to be on the aircraft.

7.8.9. Flight Approval. The GFR shall not approve any flight until the Procedures have been approved.

7.8.9.1. GFR approval is required for all flights under this instruction. Flight approvals are requested through the use of [DCMA Form 644, Request for Flight Approval](#), or an alternate form approved by the GFR. Ideally, the GFR approves flight requests on the work day prior to the scheduled flight. This allows the GFR to evaluate the effects of all the factors (such as aircraft condition, weather, aircrew life stressors, etc.) which influence flight effectiveness and safety. GFRs shall not authorize operations that are outside the scope of the contract. GFR approval of operations not allowed by the contract could create serious liability issues for both the Government and the contractor. *Ensure the contractor's risk management program incorporates a flight risk assessment for each flight. The GFR shall follow Service rules to ensure the appropriate approval level for elevated risk flights is accomplished.*

7.8.9.2. GFR approved equivalent forms must contain the same requisite information found in [DCMA Form 644, Request for Flight Approval](#), including the contractor certification statement, "I CERTIFY that this flight is in accordance with the flight program authorized by the contract and will be conducted in accordance with the approved flight operations Procedures."

7.8.9.3. GFRs shall confirm that each contractor crewmember on the flight approval request form is current, qualified, or in an approved training status. When a GFR is approving a flight with crewmembers provided under a separate contract having a different GFR, the approving GFR shall ensure the guest crewmembers are current and qualified IAW the contract they are now flying under.

7.8.9.4. When Government crews fly aircraft under this Instruction, the GFR shall verify Government personnel are properly qualified, current, authorized, and required to participate. Valid aircrew travel orders stating in essence, "The purpose of the travel is to perform the specific flight operations activity listed on the [DCMA Form 644](#) (e.g., FCF, ACF, Test Flight, etc.)," is considered sufficient validation for the purposes of this paragraph. A letter from the home unit commander, though not required in and by itself, is also considered sufficient validation. For Air Force aircraft, verification includes the determination, based on AFI 11-2FT Vol 1, that currency requirements have been met for the mission/mission elements as stated on the [DCMA Form 644](#).

7.8.9.5. Flights not Under GFR Cognizance. Occasionally contractor flight operations include formations, chase, pace, intercept/target, or in-flight refueling (receiver or tanker) with non-contract/non-Government aircraft. GFRs may approve such missions but shall not approve the non-contract flight itself. GFRs require insight into the qualifications and capabilities of the non-contract aircrew and aircraft. See Paragraph 4.1.8 for contractor responsibilities in providing this information. GFRs shall not approve [DCMA Form 644s](#) for missions that cannot be accomplished safely.

7.8.9.6. Multiple Flight Approvals. Highly repetitive flights (such as flight instruction or a repeated flight involving the same aircrew, mission, and flight profile, including flights defined under Paragraph 1.31.3) may be authorized 7 days in advance. GFRs should know the profile and objectives for each contractor flight as well as the currency and qualifications of the flight/ground crews involved for the duration of the approval period. GFRs should avoid multiple flight approvals unless facing *extraordinary circumstances*. If resident GFRs are not physically available, the alternate GFR should approve flights in lieu of having the primary GFR sign an extended approval. Multiple flight approvals shall only be for the minimum time period consistent with mission requirements. When the GFR is not collocated with the flight operations, either as a non-resident GFR or because of off station operations, the GFR may authorize the proposed flights up to one month in advance. In no case shall flight approvals be issued for more than one month. USAF: Contractor crewmembers and non-crewmembers embedded in USAF flying organizations may be pre-approved by the GFR for up to 30 days. The GFR will list any ground training items/prerequisites and flying training events that will expire during the requested time period. This information will be provided and attached to the AF Form 4327/4327a to complete the flight approval process.

7.8.9.7. Orientation Flights. Requests for orientation flights on Government aircraft shall be routed to the waiver authority for this Instruction (see Paragraph 2.6) for approval. The GFR shall consult with the ACO to ensure that such requests are within scope of the contract, and request that the PCO adjust the contract to fund the requested flights when necessary. Individuals receiving orientations are restricted from the following types of flights: experimental test flights; initial acceptance, functional check flights, maintenance test, or point to point flights.

#### *7.9. Mishap Response.*

*7.9.1. GFRs shall notify the CSSO ([Attachment 17](#)) of all mishaps (Class D or above). The CSSO shall determine if a Service or contractor investigation is required. The GFR shall coordinate contractor investigations with the CSSO.*

*7.9.2. Perform surveillance of the contractor's mishap investigation effort with the assistance of the Contract Safety Manager or a CAS flight safety officer.*

*7.9.3. Coordinate with the CSSO on aircraft release procedures following impoundment.*

7.10. Subcontractor Flight Operations. GFRs are responsible for all crewmember and flight approval regardless of whether the crewmembers are prime or subcontractor personnel. GFRs may allow prime contractors to appoint subcontractor individuals to act as the CRO. When subcontractor operations affect the safety of Government aircraft, the GFR shall request from the CRO necessary information concerning said operations to ensure they may be conducted in a safe and effective manner.

#### 7.11. CAS Responsibilities.

7.11.1. Delegating Administration Responsibility/Authority. Assignment of a contract to a CAS component listed in the Federal Directory of Contract Administration Services (CAS) Components, for administration automatically carries with it the authority to

perform all of the normal functions listed in [FAR 42.302\(a\)](#) to the extent that those functions apply to the contract, including surveillance of flight and ground operations and safety requirements. The procuring activity may elect to withhold the assignment of specific CAS functions [IAW DFARS 242.202](#), or via [FAR 42.202](#), assign additional functions. In these cases, the procuring activity notifies the CMO of the functions withheld or added.

7.11.2. Supporting Contract Administration (SCA). SCA delegations are used to transfer [FAR subpart 42.302\(a\)](#) requirements from one CAS Component (CASC) organization *to another or other qualified organizations per [DFARS 242.202, paragraph \(e\)\(1\)\(A\)](#)*. This is done when, for example, contract work is performed at geographically separated locations *or at base, post, camp or station locations*.

7.11.2.1. When a CASC requires support from another CASC in administering a portion of the contract, the CASC HCA or DCMA CMO commander having cognizance over the contract must request SCA services (all or part of [FAR subpart 42.302\(a\)](#)), through the ACO, from a suitable CAS organization. The applicable services to be performed shall be stated in the request. An example SCA delegation format is found in [Attachment 7, Sample Supporting Contract Administration Delegation Format](#).

7.11.2.2. In lieu of transferring CAS responsibility through an SCA delegation, a GFR from one unit may be delegated GFR responsibility from an outside CASC organization that has retained CAS responsibility. This is accomplished through the use of a formal Letter of Agreement (LOA) functionally assigning the GFR to the outside CAS organization for the limited purpose of performing [FAR subpart 42.302\(a\)\(56\)](#) CAS. [Attachment 7.1, Sample GFR/GGFR Cross Organizational LOA](#), provides an example LOA for this purpose.

7.11.2.3. Copies of necessary contractual documents are provided from the requesting CAS component. When the SCA delegation (or LOA) includes flight and ground operations, the GFRs from the two CAS components should keep each other informed of important activity concerning the contractor.

7.11.3. Preaward Survey (PAS). The PAS is an evaluation of a prospective contractor's ability to perform under the specified terms of a contract proposal. It differs in scope from a regular survey in that the determination is whether the contractor "can" comply with the safety requirements of the contract, not "is" the contractor in compliance. The Preaward monitor will provide the GFR with the solicitation, date, time, and location of the survey as well as the reporting requirements. Written reports should include a clear statement that the contractor is/is not capable of performing work in compliance with contract flight operations and safety requirements. Also include a specific recommendation for award or no award. When an existing contractor is bidding on a new contract and their capabilities are already known, the Preaward monitor may request a desk audit in lieu of a survey. GFRs should still recommend award/no award.

7.12. Contractor Flight And Ground Operations Surveys. The flight and ground operations/flight safety survey is an onsite evaluation of the effectiveness of the contractor flight and ground operations programs and Procedures for protecting Government resources while under the cognizance of the CASC at contractor facilities. Observations determine the adequacy of written Procedures, compliance with those

procedures, and their effectiveness in protecting Government resources. The intent of the survey is to indicate what management attention is necessary to prevent occurrence/recurrences of injury to personnel or damage to Government assets.

7.12.1. The GFR shall conduct surveys of each designated contractor's flight and ground operations. The survey is conducted to:

7.12.1.1. Verify contractor conformance with contractual flight and ground operations and flight safety requirements,

7.12.2. Verify the qualification of contractor crewmembers, non-crewmembers, and ground personnel. When circumstances (e.g., aircraft type, flying schedule, etc.) permit, an in-flight evaluation of contractor crewmembers should be accomplished. Flight examiners who are current, qualified, and designated in writing by their flying unit to perform flight evaluations may perform flight evaluations. As an alternative, the GFR may perform an in-flight supervisory flight evaluation of the performance of contractor flight crew members. Flight evaluation findings shall be debriefed to the GFR prior to the formal out briefing. A formal flight evaluation report shall be entered into the tested individual's flight records. For no-notice evaluations, the GFR should notify the Chief Pilot prior to brief time.

7.12.3. Frequency of Surveys. The frequency of the surveys must be based upon the degree of risk and magnitude of potential Government loss associated with the types of aircraft flight and ground operations. In addition, the individual contractor's safety history, current level of performance, and complexity of operations must also be considered. The designated GFR is the most knowledgeable judge of these factors and therefore is charged with the responsibility of determining the frequency of the surveys.

7.12.3.1. Resident GFRs shall perform a minimum of one survey every 12 months in addition to their daily surveillance of the contractor.

7.12.3.2. Nonresident GFRs shall determine the survey frequencies after initial fact finding visits to the contractor's facility. Nonresident GFRs shall perform an annual survey IAW Paragraph 7.12 and at least one mid cycle survey 6 months later. These mid-cycle (**semi-annual**) surveys need not be as comprehensive as the annual survey. At a minimum, mid cycle surveys should still include an analysis of the current state of the contractor's aircraft safety program, the status of corrective actions from previous surveys, and a review of any high interest items. Findings and observations for mid cycle surveys may be described in a trip report.

**7.12.3.3. Surveys may be conducted plus or minus one month of the anniversary of the previous survey dates.**

7.12.4. Preparation for Flight and Ground Operations Survey. GFRs should review the following items before beginning the survey:

7.12.4.1. Procedures for currency and validity,

7.12.4.2. Historical data, including past surveys (e.g., preaward, postaward), Inspector General (IG) reports, and mishap reports. Make a list of follow up items. Note the nature of any problems, the proposed corrective action and responsible office and the anticipated "get well" date. Attempt to identify trends and root causes which

may be contributing to the symptoms. Don't overlook findings from other locations which may have application,

7.12.4.3. Waivers. Review all waivers to ensure the requirements for the waiver are still valid,

7.12.4.4. The contract, including enclosures and appendices. Verify the inclusion of the appropriate FAR and DFARS clauses and status of any [DD Form 1716, Contract Data Package Recommendation/Deficiency Report](#), related to flight operations.

7.12.5. Notification. Notify the contractor in writing at least 30 days prior and request that the contractor provide a safety manager to accompany the Government team during the survey. GFRs may wish to include a copy of the survey process to the contractor. Send a copy of notification letter to the ACO. (NOTE: When mishap reports, deficiency reports, etc., demonstrate the need for additional evaluations of the contractor's operations, unannounced surveys may be performed.)

7.12.6. Team Composition. Prior to the survey, the GFR forms a team including applicable aircraft operations, quality, safety and other appropriate technical personnel to effectively evaluate contractor performance. Letters of invitations to participate shall be sent to the procuring Service safety and operations offices as appropriate. Procuring activities' flight safety, standardization and evaluation, or aircraft maintenance representatives are always invited and encouraged to visit contractor sites in conjunction with GFR surveys.

7.12.7. Conducting the Survey. To ensure the Government team is integrated and areas of responsibility are established a Government-only meeting should be conducted prior to the in brief and out brief with the contractor.

7.12.7.1. Conduct a formal in brief. A formal in brief with the contractor and Government team provides the setting for the conduct of the survey.

7.12.7.2. Visit, review, interview, and observe, as necessary. Compare the observations with contract requirements and written Procedures. Make notes of outstanding/exemplary processes and discrepancies for use in the formal report. Cite a specific contract reference for each discrepancy.

7.12.7.3. Minor observations or deficiencies may be discussed directly during the progress of the survey or retained as notes for final out briefing. If sufficient confidence is established with contractor's supervisory personnel, these items need not appear in the final report. Caution should be exercised to avoid any constructive change allegation. If doubt exists, items should be included in the written report for review by the ACO and formally forwarded to the contractor. Upon discovering a deficiency which is an obvious serious hazard (e.g., smoking while performing fueling operations), immediately notify appropriate contractor supervisory personnel so they can direct immediate hazard correction.

7.12.7.4. Exit Briefing. Conduct a Government only out-brief to coordinate findings and prepare for the contractor out-briefing. Conduct a final out-brief with the contractor with those who attended the in-briefing

7.12.7.5. Reports. Prepare and distribute a written report as follows:

7.12.7.5.1. The survey report using the format at [Attachment 8](#), or any appropriate substitute format. Describe the program elements and sub-elements which were observed during the survey. Observations requiring written corrective action and those related to critical safety of flight items should include documentation of facts, reference(s) to the written requirement (i.e., the contract, the Procedures, and applicable Tech Orders), and sufficient discussion to convey why the discrepancy must be corrected. Coordinate the final report with the survey team participants

7.12.7.5.2. The Facility Data Sheet (FDS). The GFR creates the FDS as a concise summary of the contractor facility and its level of activity. [Attachment 9](#), contains an *example* format in Word. An *example* format in Excel is also available at: [http://www.dcmamilitary.com/policy/8210-1C/Facility Data Sheet Form.xlsx](http://www.dcmamilitary.com/policy/8210-1C/Facility_Data_Sheet_Form.xlsx).

7.12.7.5.3. It should include the following items of information:

7.12.7.5.3.1. Contractor name and address,

7.12.7.5.3.2. Primary Government and contractor personnel and phone numbers,

7.12.7.5.3.3. Number of Government and contractor crewmembers assigned,

7.12.7.5.3.4. Current contract number(s) that contain the Ground and Flight Risk Clause,

7.12.7.5.3.5. Contract flight and ground operations clause/ requirement reference(s) and safety clause/requirement reference(s),

7.12.7.5.3.6. Type/Design/Series of aircraft,

7.12.7.5.3.7. Procuring Service, PCO, ACO,

7.12.7.5.3.8. Quantity of aircraft scheduled by year and,

7.12.7.5.3.9. Current issues.

7.12.7.5.4. To ensure proper interpretation of contractual requirements, written reports involving contractor operations must be addressed to the ACO for endorsement and prompt forwarding to the contractor. The GFR shall not send the report directly to the contractor. Information copies should be forwarded to the buying Service Aviation Safety Office by the GFR.

7.12.7.5.5. The survey report distribution schedule for contractor operations is as follows:

7.12.7.5.5.1. The GFR provides a report to the CASC Commander and ACO within 10 working days after completion of the survey.

7.12.7.5.5.2. The ACO makes comments and endorses the report to the contractor within 5 working days.

7.12.7.5.5.3. The contractor replies to survey observations within 30 days, unless a specific case warrants other action.

7.12.7.5.5.4. Follow up. Establish a follow up system to monitor the contractor's corrective actions. Provide status report as necessary to the ACO and the CASC

commander. When conditions warrant, a follow up survey shall be performed, as determined by the GFR.

#### 7.13. Other GFR Responsibilities.

7.13.1. Noncompliances and Discrepancies. Should the GFR discover noncompliance with approved Procedures, or discover use of unsafe practices, the GFR shall notify the contractor and ACO.

*7.13.1.1. Not all noncompliances or discrepancies require formal notifications. Minor issues may be addressed verbally or via email, and often corrected on the spot. However, even minor issues should be documented in the GFR logbook or other database methods for historical and tracking purposes.*

*7.13.1.2. Noncompliances or discrepancies that require formal notifications. Noncompliances and/or discrepancies that cannot be adequately addressed through informal methods (including serious or systemic issues), must be addressed through more formal methods. Formal written statements shall be included in the Survey Report (when applicable), or through a Corrective Action Request (CAR). See Attachment 13 for a description of the CAR process. During routine surveillance, APTs may initially address such issues orally. Oral notifications shall be followed-up with a formal written statement fully outlining the deficiency.*

7.13.1.3. Subcontractor compliance. The U.S. Government only has a direct contractual relationship with prime contractors. Notify the prime contractor when subcontractor noncompliance is observed. GFRs may also notify the subcontractor of the noncompliance.

7.13.2. Coordinate in advance with the ACO to ensure full contractor participation in interviews required by the safety investigators. Some contractor personnel may not wish to participate when a safety investigator needs to interview their personnel. If necessary the GFR should bring the ACO into the discussion to stress to the contractor that failure to cooperate will be viewed as a contract violation IAW [DFARS 252.228-7005, Accident Reporting and Investigation Involving Aircraft, Missiles, and Space Launch Vehicles](#).

7.13.3. Review special interest items (i.e., Quality Deficiency Reports, Corrective Action Requests (CARs), Air Traffic Control (ATC) facilities, maintenance facilities) to identify conditions or trends which have potential impact on flight operations or safety.

7.13.4. Participate with Government QA personnel in the review of safety-of-flight related customer complaints (Maintenance Deficiency Report (MDR), etc.). This review shall be of sufficient depth to ensure that both contractor and Government surveillance corrective actions (revisions of procedures, work cards, etc.) resulting from the analysis of these reports are adequate to prevent recurrence of the deficiency.

7.13.5. The GFR along with the Property Administrator (PA) shall review all Loss Damage/Destruction (LDD) incidents involving aircraft under the [GFRC](#) and provide recommendations to the ACO concerning the applicability of the [GFRC](#)'s deductible for each relevant incident.

~~7.13.6.—Perform surveillance of the contractor’s mishap investigation effort with the assistance of the Contract Safety Manager or a CAS flight safety officer.~~

7.13.7. Maintain records of contractor flight/ground operations. This file shall include, as a minimum:

7.13.7.1. The Procedures,

7.13.7.2. Procedures approval letters (retain for 3 years),

7.13.7.3. Approval of contractor flights and flight profiles (retain 1 year),

7.13.7.4. Current listings of contractor crewmembers,

7.13.7.5. Flight operations/safety evaluation reports, follow up results, and contractor related correspondence (retain 3 years) and,

7.13.7.6. Waivers (as long as they are valid).

#### *7.14. Government Oversight for Non-Standard Contracts Involving PAO.*

*7.14.1. GFRs may find themselves involved in oversight of contracts involving aircraft that the Government does not own and in cases where the applicability of the GFRC may be non-existent or limited. Regardless of the applicability of the GFRC, non-standard contracts such as lease agreements and (more commonly) contractor-owned (COCO/COGO) Public Aircraft Operations may still expose the government to risk. Even among these broad categories, there will be differences in the level of oversight required based on the aircraft and operations. Chapter 3 gives the GFR the authority to determine if certain sections of the Instruction are not applicable and therefore do not require specific Procedures. These operations may involve very limited requirements for GOPs and FOPs, and GFR/APT oversight may be limited. Since the Government most likely will have limited or no financial liability for a contractor-owned aircraft, the GFR is authorized to accept Procedures that do not address many of the requirements in chapters 4, 5, and 6. The determination of what is required, and what is not, is largely left to the judgment of the GFR, but the discussions in this chapter and the guidance of [Attachment 16](#) provide valuable guidance to be followed.*

*7.14.2. A one size fits all approach for PAO contract requirements is not practical since the risks differ from contract to contract greatly depending on the aircraft mission to be performed. For example, the risks associated with an aircraft holding a Standard airworthiness certificate as compared to a non-Type Certificated (Experimental airworthiness certificate) aircraft change significantly. Likewise, the operational risks associated with contracting for opposing force (OPFOR) missions flying a supersonic profile differ significantly from a contracted propeller aircraft acting as a low, slow flyer and being vectored around by a surface ship. [Attachment 16](#) provides guidance on a tailored approach that a GFR working with the Service airworthiness authority and his Contracting Officer could leverage this instruction and establish adequate and reasonable risk mitigation and oversight. The goal would be to ensure due diligence without imposing overly burdensome and costly oversight requirements. Lastly, most contractors providing air services to the government in contractor-owned aircraft will not be familiar with this instruction. It is therefore recommended that to the maximum*

extent possible, the GFR and contractor leverage FAA process in meeting government requirements.

#### 7.15. Foreign Military Sales.

7.15.1. Foreign Military Sales (FMS) refer to contracts in which the U.S. Government brokers a deal to provide aircraft or services to foreign countries. FMS can involve contracts for aircraft procurement, modification, depot maintenance, flight, training, etc. Even though the aircraft or services ultimately are for foreign countries, APTs performing CAS are still acting as agents of the U.S. Government. For FMS aircraft procurement, title for the aircraft normally stays with the U.S. Government until delivery, further, if the FMS aircraft are flying in the U.S. National Aerospace System (NAS), they are performing PAO. This avoids the problem of determining who can act as crewmembers on the aircraft (contractors and DoD personnel) and who cannot (foreign nationals). It also clears up what instructions and regulations are applicable to the aircraft and aircrews. FMS aircraft are operated under this Instruction and the Service rules of the procuring Service called for under the contract. When FMS contracts involve OCONUS locations, who is authorized to fly the aircraft and which instructions/regulations are applicable depend on what is written in the contract. While the aircraft are still under contract, GFRs should treat the aircraft like any other DoD aircraft under contract.

7.15.2. The operations of FMS aircraft are considered PAO when operating in the NAS, and are "State" aircraft operations OCONUS. PAO or State designations do not change APT responsibilities.

7.15.3. FMS contracts for aircraft will contain the [Ground and Flight Risk Clause \(GFRC\)](#) when the foreign customer has agreed to assume the risk for loss or destruction of, or damages to, aircraft (i.e., to "Hold" the US Government "Harmless" of all cost liability) (See [DFARS 228.370\(b\)\(1\)\(iii\)](#)). The FMS customer's assumption of risk of loss is documented in the FMS Case Letter of Offer and Acceptance (LOA) Standard Terms and Conditions. For FMS contracts that do not contain GFRC, this Instruction may be included as a contract requirement to provide aircraft operations CAS.

7.16. Direct Commercial Sales. Direct Commercial Sales (DCS) refer to contracts in which a foreign government buys aircraft directly from a U.S. manufacturer without using the DoD procurement process. With only very rare exceptions (NATO procurement), DCS contracts will have no GFR involvement. Consult your legal counsel office if you are assigned to perform CAS on commercial sales contracts.

7.17. Other Atypical Programs. Consult with the appropriate waiver authority for this Instruction when you are assigned to atypical programs not described above, such as Joint Procurement Office (JPO) procurement.

7.18. GFR Authority to Approve Limited Procedures. When writing Procedures, contractors are required to address only those processes that are applicable to the operations conducted under contract. While GFRs cannot waive any requirements of this Instruction, they may determine which processes are not applicable to the contract effort. Items that are not applicable to specific contract/location shall be place marked

as N/A. GFRs should use Table 7.1, Non-Standard Application of the [GFRC](#) and this Instruction, when deciding which processes may not need to be addressed for these special contract situations and use the following guidance:

7.18.1. Chapter 4 – Flight Operations. GFRs should maintain knowledge and oversight of all aircrew and flights under contract. Contractor-owned aircraft flying non-PAO follow civil rules and SHALL NOT be included in the Procedures. Contractor-owned aircraft flying PAO shall follow this Instruction. [Service Guidance](#) (paragraph 1.58) may be defined differently for COCO PAO. While [Service Guidance](#) may serve as good guidance for a COCO PAO contractor, there is no intent for this document to require other Service methodologies for these contracts.

7.18.2. Chapter 5 – Ground Operations. Maintenance procedures for contractor-owned aircraft operating with a civil airworthiness certificate are solely the responsibility of the contractor under the purview of the FAA; no GFR involvement. Approval of GOPs that affect PAO operations, for contractor-owned aircraft operating with an airworthiness certificate granted by the Service to perform PAO, is the responsibility of the GFR. Commercial aircraft may follow commercial maintenance processes, and should so state as part of their GOPs.

7.18.3. Chapter 6 – Safety. GFR approval is required for those Safety Procedures that intersect with PAO, or if not followed, increase risk to Government aircraft.

Table 7.1 – Non-Standard Application of the [GFRC](#) and this Instruction

	<i>GFRC</i>	<i>Chap's 1, 2, &amp; 3</i>	<i>Chap 4, Flight Ops</i>	<i>Chap 5, Ground Ops</i>	<i>Chap 6, Safety</i>
<i>Contractor-owned Aircraft Flying PAO</i>	<i>Normally not included</i>	<i>Applies</i>	<i>Limited</i>	<i>Limited to operations that affect PAO flight safety</i>	<i>Limited, must include mishap investigation requirements</i>
<i>FMS with Hold Harmless clause</i>	<i>Applies</i>	<i>Applies</i>	<i>Applies</i>	<i>Applies</i>	<i>Applies</i>
<i>FMS without Hold Harmless clause</i>	<i>Not allowed.</i>	<i>Applies only if Instruction included on contract</i>	<i>Applies only if Instruction included on contract</i>	<i>Applies only if Instruction included on contract</i>	<i>Applies only if Instruction included on contract</i>

## *Attachment 1 – Glossary of Acronyms*

AAMA	Army Aeromedical Activity
ACBT	Air Combat Training
ACO	Administrative Contracting Officer
ACF	Acceptance Check Flight
ACOM	Army Command
ACT	Aircrew Coordination Training
ACT-E	Aircrew Coordination Training-Enhanced
AD	Airworthiness Directive
AFFARS	Air Force Federal Acquisition Regulation Supplement
AFE	Aircrew Flight Equipment
AFI	Air Force Instruction
AFMC	Air Force Materiel Command
AFRC	Aircraft Flight Risk Clause (Superseded)
AGE	Aerospace Ground Equipment
AGSE	Aircrew Ground Support Equipment
ALSE	Aviation Life Support Equipment
ALSS	Aviation Life Support Systems
AMC	U.S. Army Materiel Command
AMM	Aviation Maintenance Manager
APT	Aviation Program Team
APU	Auxiliary Power Unit
AR	Army Regulation
ARFF	Aircraft Rescue and Fire fighting
ASO	Aviation Safety Officer/Official
<i>ASRS</i>	<i>Aviation Safety Reporting System</i>
ATC	Air Traffic Control
ATM	Aircrew Training Manual
ATP	Aircrew Training Program (Army)
BASH	Bird/Animal Avoidance and Strike Hazard
BFM	Basic Fighter Maneuvers
CAD	Cartridge Activated Device
CAR	Corrective Action Request
CAS	Contract Administration Services
CASC	Contract Administration Services Component
CC	Commander
CFO	Chief, Flight Operations
CFT	Contractor Field Team
CG	Center of Gravity
CMDR	Commander
CMO	Contract Management Office
CO	Contracting Officer
COA	Certificate of Waiver or Authorization
COMNAVAIRSYSCOM	Commander, Naval Air Systems Command
<i>CMA</i>	<i>Controlled Movement Area</i>
CRM	Crew/Cockpit Resource Management

CRADA	Cooperative Research and Development Agreement
<i>CRC</i>	<i>Army Combat Readiness/Safety Center</i>
CRM	Crew Resource Management
CRO	Contractor's Requesting Official
CSS	Contractor Safety Specialist
CSSO	Cognizant Service Safety Office
CTK	Composite Tool Kits
<i>DA</i>	<i>Department of the Army</i>
<i>DA PAM</i>	<i>Department of the Army Pamphlet</i>
DEA	Drug Enforcement Agency
DES	Directorate for Evaluation and Standardization (Army)
DFARS	Defense Federal Acquisition Regulation Supplement
DCMA	Defense Contract Management Agency
DCMAI	DCMA International Division
DCMAS	DCMA Special Programs Division
DCMA INST	Defense Contract Management Agency Instruction
DHA	Department of Homeland Security
DLAI	Defense Logistics Agency Instruction
DoD	Department of Defense
DOT	Department of Transportation
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FCC	Federal Communications Commission
FCF	Functional Check Flight
FCIF	Flight Crew Information File
FDME	Flying Duty Medical Examination
FDS	Facility Data Sheet
FE	Flight Examiner
FLIP	Flight Information Publications
FMS	Foreign Military Sales
FO	Foreign Object
FOD	Foreign Object Debris or Damage
FOE	Foreign Object Elimination
FOPs	Flight Operations Procedures
GFE	Government-Furnished Equipment
GFP	Government-Furnished Property
GFRC	Ground and Flight Risk Clause
GFR	Government Flight Representative
GGR	Government Ground Representative
GGFR	Ground Government Flight Representative
GOCO	Government Owned, Contractor Operated
GOPs	Ground Operations Procedures
GSE	Ground Support Equipment
GTC	Gas Turbine Compressor
GTV	Ground Test Vehicle
HATR	Hazardous Air Traffic Reports

HAZMAT	Hazardous Material
HCA	Heads of Contracting Activities
HIPAA	Health Insurance Portability and Accountability
<i>HMR</i>	<i>Hazardous Material Report</i>
HQDA	Headquarters, Department of the Army
ICAO	International Civil Aviation Organization
IE	Instrument Flight Examiner (Army)
IFR	Instrument Flight Rules
IG	Inspector General
IMC	Instrument Meteorological Conditions
IP	Instructor Pilot
IQT	Initial Qualification Training
KO	Contracting Officer
LDD	Loss, Damage, Destruction
LEL	Lower Explosive Level
LOA	Letter of Agreement
LOD	Letter of Designation
LOX	Liquid Oxygen
LOPs	Local Operating Procedures
MACA	Mid-Air Collision Avoidance
MAJCOM	Major Command (Air Force)
MDR	Maintenance Deficiency Report
ME	Maintenance Evaluator (Army)
MIL-STD	Military Standard
MOA	Memorandum of Agreement
MRP	Mishap Response Plan
MSL	Mean Sea Level
MTF	Maintenance Test Pilot
MTP	Maintenance Test Pilot (Army)
<i>NAVAIDs</i>	<i>Communication or Navigation Aid</i>
NAVSAFECEN	Naval Safety Center
NAS	National Aerospace Standard
NAS	National <i>Airspace</i> System
NASA	National Aeronautics and Space Administration
<i>NATO</i>	<i>North Atlantic Treaty Organization</i>
NDI	Non Destructive Inspection
NFPA	National Fire Protection Association
<i>NMAC</i>	<i>Near Mid Air Collision</i>
NOTAM	Notice to Airmen
OBOGS	On-Board Oxygen Generating System
OEM	Original Equipment Manufacturer
OG	Operations Group
<i>OHR</i>	<i>Operational Hazard Report</i>
OMMR	Overhaul, Modification, Maintenance, or Repair
OPI	Office of Primary Interest
OPR	Office of Primary Responsibility

OTA	Other Transactions Authority
PA	Property Administrator
PAD	Propellant Activated Device
PAS	Preaward Survey
PARC	Principal Assistant Responsible for Contracting
PCO	Procuring Contracting Officer
PDM	Program Depot Maintenance
PEO	Program Executive Officer
PI	Program Integrator
PM	Program Manager
PMA	Program Manager Aircraft
PMO	Program Management Office
PPE	Personal Protection Equipment
QA	Quality Assurance
QAR	Quality Assurance Representative
<i>RATO</i>	<i>Rocket-Assisted Takeoff</i>
RFID	Radio Frequency Identification
ROA	Remotely Operated Aircraft
RPA	Remotely Piloted Aircraft
RPV	Remotely Piloted Vehicle
SB	Service Bulletin
SCA	Supporting Contract Administration
SCCO	Senior Center Contracting Officer
SCO	Senior Contracting Officer
SHGA	Sustained High G Aircraft
SODA	Statement of Demonstrated Ability
SOFA	Status of Forces Agreement
SP	Standardization Instructor Pilot (Army)
SPO	System Program Office
<i>STANAG</i>	<i>Standardization Agreement</i>
SUAS	Small Unmanned Aircraft System
<i>TCAS RA</i>	<i>Traffic Collision Avoidance System Resolution Advisories</i>
TECH REP	Technical Representative
<i>TFOA</i>	<i>Things Falling Off Aircraft</i>
TCTO	Time Compliance Technical Order
TD	Technical Directive
TDY	Temporary Duty
TMDE	Test, Measurement, and Diagnostic Equipment
TPS	Test Pilot School
UA	Unmanned Aircraft
UAS	Unmanned Aircraft System
UAV	Unmanned Aerial Vehicle
USAAWFC	U.S. Army Aviation Warfighting Center
USACRC	U.S. Army Combat Readiness Center
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions
<i>WAMHRS</i>	<i>Web-enabled Aviation Mishap and Reporting System</i>

WESS  
WX

Webb-Enabled Safety System  
Weather

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DRAFT

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**Attachment 2 – Request for Flight Approval**

 <b>REQUEST FOR FLIGHT APPROVAL</b>			
REQUEST DATE _____			
TO: (Activity Approving Flight)		FROM: (Name and Address of Contractor)	
1. PRIME CONTRACT NUMBER or BAILMENT NUMBER (Under Which Aircraft Assigned)			
2. FLIGHT CREW PERSONNEL		3. NON-CREW PERSONNEL	
POSITION	NAME and TITLE of PERSON	POSITION	NAME and TITLE of PERSON
4. AIRCRAFT MISSION, DESIGN, SERIES		5. DATE(S) OF FLIGHT(S)	
6. AIRCRAFT SERIAL NUMBER(S)			
7. FLIGHT DETAILS (Statement concerning flight objectives)			
8. <b>SIGNATURE OF CONTRACTOR REPRESENTATIVE</b> - I CERTIFY that this flight is in accordance with the flight program authorized by the contract and will be conducted in accordance with the approved flight operations Procedures.			
NAME (Last, First, Middle Initial)	PHONE NUMBER / E-MAIL	SIGNATURE	DATE / TIME
9. <b>SIGNATURE OF GOVERNMENT FLIGHT REPRESENTATIVE (MUST BE SIGNED TO BE APPROVED)</b>			
NAME (Last, First, Middle Initial)	PHONE NUMBER / E-MAIL	SIGNATURE	DATE / TIME
<b>POST FLIGHT DETAILS</b>			
10. NUMBER OF FLIGHTS		11. HOURS FLOWN	
12. REMARKS (Enter brief statements as to flight results, trouble encountered during flight, and weather, or other conditions which prevented completion of flight.)			
13. <b>SIGNATURE OF CONTRACTOR REPRESENTATIVE</b>			
NAME (Last, First, Middle Initial)	PHONE NUMBER / E-MAIL	SIGNATURE	DATE / TIME

**Attachment 3 – Request For Government Approval For Aircrew Qualifications And Training**

<b>REQUEST FOR GOVERNMENT APPROVAL FOR AIRCREW QUALIFICATIONS AND TRAINING</b>		OMB NO. 0704-0347 OMB Approval Expires July 31, 2007	
The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operation and Reports (0704-0347), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.			
<b>PRIVACY ACT STATEMENT</b>			
AUTHORITY: 10 USC 136, 10 USC 2302; DLAI 8210.1; EO 9397.			
PRINCIPLE PURPOSE(S): Used to monitor and manage individual contract flight and ground personnel records.			
ROUTINE USE(S): Records from this system may be disclosed to the Federal Aviation Administration (FAA) or any of the blanket routine uses published by the Department of Defense (DoD) or the DoD Component maintaining the records.			
DISCLOSURE: Voluntary; however, failure to provide the information could result in disapproval to participate in the program.			
1. FROM (Name and Address of Contractor's Requesting Official)		2. TO (Name and Address of Government Flight Representative)	
3. CREWMEMBER NAME (Last, First, Middle Initial)		4. SSN (Last 4 only)	5. DATE OF BIRTH (YYYYMMDD)
6. AIRCRAFT	7. CREW POSITION	8. SECURITY CLEARANCE	9. FAA RATING
10. EDUCATIONAL BACKGROUND			
a. HIGH SCHOOL (1) NAME		(2) LOCATION (Include Zip Code)	(3) DATE COMPLETED (YYYYMM)
b. COLLEGE(S) OR UNIVERSITY(IES) (1) NAME		(2) LOCATION (Include Zip Code)	(3) DEGREE(S) OBTAINED
c. FLIGHT SCHOOL (1) NAME		(2) DATE COMPLETED (YYYYMMDD)	d. TEST PILOT SCHOOL (1) NAME (2) DATE COMPLETED (YYYYMMDD)
e. SPECIAL PROFESSIONAL SCHOOL(S) (List name of school, location, primary subject of study, and date completed) (Use additional sheets if necessary)			
11. HAVE YOU EVER SERVED IN ANY BRANCH OF THE U.S. MILITARY SERVICE? (X one) YES (Complete a. - f.) NO			
a. BRANCH OF SERVICE	b. SERVICE DATES (YYYYMMDD) (1) FROM (2) TO		c. LAST LOCATION
d. HIGHEST RANK	e. AERONAUTICAL RATING	f. ARE YOU NOW A MEMBER OF THE RESERVES OR NATIONAL GUARD? (X one)	
		YES (if Yes, specify:)	
		NO	
		(1) BRANCH OF SERVICE	(2) PRESENT RANK
12. PROVIDE A RESUME OF EXPERIENCE IN THE FLIGHT TEST FIELD. (Include both engineering and aircrew experience by project, type of.. aircraft, and hours flown.)			
<input type="checkbox"/> RESUME ATTACHED. (X if applicable)			
13. FLIGHT CREWMEMBER CERTIFICATION. I certify that I have read and understand all of the contractor's procedures and directives pertinent to the accomplishment of my assigned duty.			
a. TYPED NAME (Last, First, Middle Initial)		b. SIGNATURE	c. DATE SIGNED
14. CONTRACTOR'S REQUESTING OFFICIAL (CRO) I have verified the records of the crewmember above and request the he/she be approved for qualification training as a (crew position) _____ for (Strike out all inapplicable) experimental/ engineering/acceptance/production/functional/support flights in _____ type aircraft.			
a. TYPED NAME (Last, First, Middle Initial)		b. SIGNATURE	c. DATE SIGNED
15. GOVERNMENT FLIGHT REPRESENTATIVE (GFR)			
<input type="checkbox"/> APPROVED	a. TYPED NAME (Last, First, Middle Initial)		b. SIGNATURE
<input type="checkbox"/> DISAPPROVED			c. DATE SIGNED

**Attachment 4 – Contractor Crewmember Record**

<b>CONTRACTOR CREWMEMBER RECORD</b>		Form Approved OMB No. 0704-88
<u>PRIVACY ACT STATEMENT</u>		
<b>AUTHORITY:</b>	10 USC 8012.44 USC 3101, and EO 9397, November 1943 (SSN)	
<b>PURPOSE AND USE:</b>	Used to record individual contractor flight crew personnel records and approval to operated Government aircraft. Serves as a record of approval of private contractor personnel who will operate Government Aircraft.	
<b>DISCLOSURE:</b>	Voluntary; however, failure to complete will prevent approval of contractor flight crew members from operating Government aircraft.	
NAME OF CREWMEMBER ( <i>First, last, middle initial</i> )		CONTRACTOR REPRESENTATIVE ( <i>Name and Address</i> )
IDENTIFY CREW POSITION  <input type="checkbox"/> TEST <input type="checkbox"/> SUPPORT  <input type="checkbox"/> FUNCTIONAL <input type="checkbox"/> OTHER ( <i>Specify</i> )		
MISSION, DESIGN AND SERIES AIRCRAFT OR OTHER REQUIREMENT FOR THIS QUALIFICATION		BASE OR LOCATION WHERE QUALIFICATION ACCOMPLISHED
<input type="checkbox"/> INITIAL QUALIFICATION <input type="checkbox"/> REQUALIFICATION		

**SECTION I FLIGHT EXPERIENCE (*Time to nearest hour*)**

FLYING TIME ABOVE TYPE							TOTAL FLYING TIME		
JET _____ HRS. TURBO PROP _____ HRS. RECIPROCATING _____ HRS. ROTARY _____ HRS.									
MISSION DESIGN AND SERIES AIRCRAFT	PERIOD OF TIME	IP	1ST PILOT				COPILOT	AIRCRAFT COMMANDER	OTHER CREW MEMBER ( <i>Specify</i> )
			TOTAL	WX	HOOD	NIGHT			
	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								
	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								
	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								
	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								
	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								
	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								

**SECTION II FLIGHT CHECK** *(Instructor fill in remarks where applicable)*

1. PREFLIGHT INSPECTION AND FORMS		7. IN-FLIGHT EMERGENCY PROCEDURES	
2. EMERGENCY ESCAPE PROCEDURES		8. PRELANDING CHECK, TRAFFIC PATTERN AND LANDINGS	
3. PRESTART COCKPIT PROCEDURES & ENGINE START		9. POSTFLIGHT INSPECTION	
4. COMMUNICATIONS AND TAXI PROCEDURES		10. ACCOMPLISHMENT OF FORMS AND AIRCRAFT SECURITY	
5. PRETAKEOFF COCKPIT CHECK AND ENGINE RUNUP		11. INSTRUMENT PROFICIENCY CHECK	
6. TAKEOFF AND FLIGHT PROCEDURES		12. OTHER <i>(Specify)</i>	

**SECTION III ADDITIONAL REQUIREMENTS** *(fill in where applicable)*

	CHECKED BY	GRADE	DATE AND PLACE	HOURS
13. PHYSICAL EXAMINATION				
14. PHYSIOLOGICAL/ALTITUDE INDOCTRINATION				
15. PRESSURE SUIT TRAINING				
16. PERFORMANCE DATA				
17. GROUND SCHOOL <i>(By Subject)</i>				
AIRCRAFT GENERAL				
AIRCRAFT PREFLIGHT				
ENGINE SYSTEM				
OXYGEN SYSTEM				
AIR CONDITIONING				
PRESSURIZATION				
FUEL SYSTEM				
INSTRUMENT SYSTEM				
ELECTRICAL SYSTEM				
HYDRAULIC POWER SYSTEM				
UTILITY SYSTEM				
FLIGHT CONTROL SYSTEM				
AUTO PILOT SYSTEM				
ROTARY SYSTEM				
18. COMMUNICATIONS AND NAVIGATION				
19. AIRCRAFT EMERGENCY PROCEDURES				
20. OTHER REQUIREMENTS AS STATED IN APPROVED CONTRACTOR OPERATING PROCEDURES				

21. Have you ever had an accident *(as defined by FAR or military procedures)* or physiological reaction *(e.g., hypoxia, decompression sickness, hyperventilation, spatial disorientation)* as a pilot, or other crewmember? \_\_\_\_\_  
If yes, explain.

22. Have you ever been charged with a flying violation, removed from crewmember status by a GFR for cause, or removed from military flight orders for cause? If so, state the circumstances.

23. Remarks. *(For additional space use blank sheet.)*

**CERTIFICATION OF QUALIFICATION**

This is to certify that \_\_\_\_\_  
(Name and Crew Position)  
 Has satisfactorily completed the training or special qualification indicated hereon:

YEAR	TRAINING OR SPECIAL QUALIFICATIONS	DATE COMPLETED	CERTIFYING OFFICIAL
	GROUND PHASE		
	WRITTEN EXAMINATION		
	EMERGENCY PROCEDURES		
	EGRESS TRAINING		
	PHYSIOLOGICAL TRAINING		
	OTHER <i>(Specify)</i> <sup>1</sup>		
	FLIGHT PHASE		
	PROFICIENCY		
	INSTRUMENT		
	OTHER <i>(Specify)</i> <sup>1</sup>		
	GROUND PHASE		
	WRITTEN EXAMINATION		
	EMERGENCY PROCEDURES		
	EGRESS TRAINING		
	PHYSIOLOGICAL TRAINING		
	OTHER <i>(Specify)</i> <sup>1</sup>		
	FLIGHT PHASE		
	PROFICIENCY		
	INSTRUMENT		
	OTHER <i>(Specify)</i> <sup>1</sup>		

<sup>1</sup>Formation, Refueling, Night or special maneuver requirements.

**SECTION IV - CERTIFICATIONS**

I certify that I have read and understand all pertinent technical orders, handbooks, contractor's operating Procedures, and pilot's operating instructions pertaining to the above aircraft.

DATE	SIGNATURE OF
------	--------------

The above crewmember has/has not demonstrated proficiency in, and has/has not a satisfactory knowledge of \_\_\_\_\_ mission/design/series aircraft and has/has not completed the flight requirements for the type of flight check indicated above, and is/is not fully qualified in this type aircraft.

This checkout consisted of \_\_\_\_\_ hours dual, \_\_\_\_\_ hours solo, \_\_\_\_\_ landings from right *(or rear)* seat, and \_\_\_\_\_ landings from left *(or front)* seat.

DATE	BASE OR HOME STATION OF INSTRUCTOR	TYPED OR PRINTED NAME OF INSTRUCTOR
		SIGNATURE OF INSTRUCTOR

**Attachment 5 – Request For Approval Of Contractor Crewmember**

<b>REQUEST FOR APPROVAL OF CONTRACTOR CREWMEMBER</b>		OMB NO. 0704-0347 OMB Approval Expires Jul 31, 2007	
The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operation and Reports (0704-0347), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.			
1. FROM (Name and Address of Contractor's Requesting Official)		2. TO (Name and Address of Government Flight Representative)	
3. CONTRACTOR'S REQUESTING OFFICIAL (CRO).  I have verified the records of (Crewmember's name) _____ and request that he/she be approved As a (crew position) _____ for (Strike out all inapplicable) experimental/engineering/acceptance/production/ functional/support flights in _____ type aircraft.			
a. TYPED NAME (Last, First, Middle Initial)	b. SIGNATURE	c. DATE SIGNED	
4. INSTRUCTOR PILOT/FLIGHT EXAMINER (IP/FE)  I certify that the crewmember above has satisfactorily flown a proficiency flight check on (Date) _____			
a. TYPED NAME (Last, First, Middle Initial)	b. SIGNATURE	c. DATE SIGNED	
5. GOVERNMENT FLIGHT REPRESENTATIVE (GFR)			
APPROVED	a. TYPED NAME (Last, First, Middle Initial)	b. SIGNATURE	c. DATE SIGNED
DISAPPROVED			

DD FORM 2628, APR 2006

PREVIOUS EDITION IS OBSOLETE

*Attachment 6 – GFR/GGFR Appointment Letter Sample Format*

[LETTERHEAD]

[Date]

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: [Position Title] (See Chapter 1, Definitions, Paragraph 1.8. for appropriate Approving Authority)

Pursuant to the Combined Instruction, [DCMA INST 8210.1C, AFI 10-220\_IP, AR 95-20, NAVAIRINST 3710.1G, COMDTINST M13020.3A], Contractor's Flight and Ground Operations, [name/rank] is hereby designated [Alternate or Ground, if appropriate] Government Flight Representative (GFR) for [contractor name and location, or specific contract number]. The authority to perform the Contract Administration Services (CAS) function listed in [FAR subpart 42.302\(a\)\(56\) maintain surveillance of flight operations](#), is granted to [name/rank] as an individual, and is not to be re-delegated. It is effective only so long as [name/rank] remains in [his/her] present assignment, unless sooner terminated.

[Approving Authorities may limit the authority granted to GFRs/GGFRs. Use the following Paragraph for authorizing individuals to perform all GFR responsibilities under this Instruction]:

[Name/rank] is delegated full authority to approve contractor crewmembers, flights, and Procedures for aircraft flight and ground operations under [his/her] jurisdiction.

[Use this Paragraph for assigning qualified Ground GFRs]:

[Name/rank] is delegated authority to approve contractor aircraft ground operations Procedures under [his/her] jurisdiction.

Direct any questions concerning this letter to this office, DSN 123-4567, (888) 123-4567.

[Approving Authority]

## *Attachment 6.1 – Applications for GFR/GGFR Appointments*

### 6.1.1. ARMY

6.1.1.1. Send a copy of your DCMA GFR Course completion certificate and Section A of your contract, to *Ted Brodzinski, (256) 450-7021, theodore.b.brodzinski.civ@mail.mil*.

6.1.1.2. Army – Heads of Contracting Activity (HCAs) or Principal Assistant Responsible for Contracting (PARC). The authority may be delegated within the contracting activity no lower than the Procuring Contracting Officer (PCO). No delegations are authorized external to the contracting activity.

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### 6.1.2. NAVY

6.1.2.1. Send a copy of your DCMA GFR Course completion certificate and Section A of your contract, to *NAVAIR\_AviationSafety@navy.mil*, or contact (301) 342-7233. Exceptions:

6.1.2.1.1. For service appointed GFRs within NAVAIR, Wing Commanders are authorized as the appointing authority for designation of GFRs assigned to NAVAIR administered contracts supporting units under their operational chain of command. Contact the Wing GFR. NTWL – (301) 342-8374. NTWP – (760) 939-7720.

6.1.2.1.2. For CNATRA administered contracts, contact your CNATRA command GFR at N33, (361) 961-2352/3325 (DSN 861).

6.1.2.2. Navy – Commander, Naval Air Systems Command (COMNAVAIRSYSCOM). Delegated to other Controlling Custodian Commanders who administer FAR subpart 42.302 responsibilities for organizational level support and training contracts.

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### 6.1.3. AIR FORCE

6.1.3.1. GFR/GGFR Appointment Letters are created by the appropriate HCA as listed below. Provide your full name and rank and a copy of GFR/GGFR Course Completion certificate. The completed appointment letter is required prior to performing GFR/GGFR duties. Forward a copy of the completed appointment letter to AFMC/A3V Workflow. In order to accurately capture the scope of contractor operations across the Air Force, all GFRs assigned to Air Force contracts will submit annually, in January, a GFR Data Sheet to HQ AFMC/A3V. See AFMC Supplement to AFI 10-220\_IP (see DCMA INST 8210.1, [Attachment 6](#), *GFR/GGFR Appointment Letter Sample Format*, for details and format)

6.1.3.2. The Deputy Assistant Secretary (Contracting) DAS(C) and Associate Deputy Assistant Secretary (Contracting) (ADAS)(C) are the HCA for the Air Force. All non-delegable HCA responsibilities may only be exercised by the DAS(C) and ADAS(C).

The DAS(C) makes the following delegations for all delegable HCA responsibilities to: The MAJCOM/DRU and AFISRA Senior Contracting Officer (SCO) and to the Senior Center Contracting Officer (SCCO) at Space and Missile Systems Center (SMC), Air Force Life Cycle Management Center (AFLCMC), Air Force Sustainment Center (AFSC), Air Force Test Center (AFTC), and Air Force Research Laboratory (AFRL), without further authority to redelegate any HCA responsibilities unless specifically stated otherwise in the AFFARS. The SCO at HQ AFMC may redelegate HCA responsibilities to SCCOs without further authority to redelegate unless specifically authorized otherwise in the AFFARS.

6.1.3.3. DAS(C) is the HCA for Air Force component commands tasked to support a "supported commander" during JCS declared contingency operations or exercises.

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6.1.4. US Coast Guard – Contact ALC SEHO at (252) 334-5478 for process direction.

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#### 6.1.5. DCMA

6.1.5.1. GFR/GGFR Appointment Letters are created by the CMO staffs. Provide your full name and rank, and copies of your GFR/GGFR Course Completion certificate and OJT completion checklist (AOI observation not required prior to performing GFR/GGFR duties). Alternately, send you requests along with the above information as follows: for Operations Directorate – Ms. Vickie Quinn, [vickie.quinn@dcma.mil](mailto:vickie.quinn@dcma.mil); for DCMA International – Mr. Anthony Satterfield, [anthony.satterfield@dcma.mil](mailto:anthony.satterfield@dcma.mil); for Special Programs – Mr. Johnny Husak, [john.r.husak@dcma.mil](mailto:john.r.husak@dcma.mil).

6.1.5.2. DCMA – Director, DCMA; Operations Directorate, Chief Operating Officer (COO); Director, DCMA International (DCMAI); Director, DCMA Special Programs (DCMAS); Commanders, Defense Contract Management Agency Contract Management Offices (CMOs); (May not be re-delegated).

*Attachment 7 – Sample Supporting Contract Administration Delegation Format*

[LETTERHEAD]

[Date]

MEMORANDUM FOR [Supporting CASC\* Commander]

FROM: [Supported CASC Commander]

SUBJECT: Supporting Contract Administration (SCA) Request

Request that your command provide supporting contract administration for [contract number/or program] per [FAR subpart 42.302](#)(a): [These are the more common areas delegated WRT aircraft operations. CASCs should add or delete those items from [FAR subpart 42.302](#) as necessary.]

*(27) Perform property administration* [requires appointment of a property administrator to oversee Government property not considered aircraft.]

*(38) Ensure contractor compliance with contractual quality assurance requirements* [Requires appointment of a Quality Assurance Representative (QAR), Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR). If the contract aircraft require functional or acceptance check flights include this CAS function. If delegated it may be limited to flight or ground operations only.]

*(39) Ensure contractor compliance with contractual safety requirements* [Refers to industrial safety CAS. Useful if contractor has ammunition/explosives, HAZMAT, paint, or aircraft servicing operations.]

*(56) Maintain surveillance of flight operations* [Requires appointment of Primary/ Alternate Government Flight Representative(s) (GFR(s)), to monitor contractor flight and/or ground operations. GFR functions may be split between GFRs located at the supported site and supporting site. When splitting duties, describe in this paragraph which functions are being shared between GFRs (e.g., flight approvals or approval of Procedures).]

We ask that acceptance of this SCA request be in writing and include your GFR's/GGFR's name(s) and contact information. Personnel selected to act as the GFR, Alternate GFR, or GGFR must attend the DCMA administered/certified GFR/GGR Training Course and be appointed by the appropriate Approving Authority listed in the Combined Instruction, Contractors Flight and Ground Operations, Attachment 6.1, *Applications for GFR/GGFR Appointments*, prior to performing [FAR subpart 42.302\(a\)\(56\)](#) contract administration duties.

[Supported CASC Commander's Signature Block]

\*Note: To properly re-delegate [FAR subpart 42.302](#) CAS functions to Base, Post, Camp or Station locations, the supporting commanders should be Contract Administration Services Component (CASC) commanders. If the supporting unit commander is not a CASC commander *see [DFARS 242.202 paragraph \(e\)\(1\)\(A\)](#)*:

*In special circumstances, a contract administration office may request support from a component not listed in the Federal Directory of Contract Administration Services Components (available via the Internet at <https://pubapp.dcm.mil/CASD/main.jsp>). An example is a situation where the contractor's work site is on a military base and a base organization is asked to provide support. Before formally sending the request, coordinate with the office concerned to ensure that resources are available for, and capable of, providing the support.*

*Attachment 7.1 – Sample GFR/GGFR Cross Organizational LOA*

[LETTERHEAD]

[Date]

Letter of Agreement (LOA) between [Owning CASC organization] and Commanding Officer, [organization where aircraft are located]

Subject: Assignment of [Unit] Government Flight Representative (GFR)

References: (a) Contract [number]  
(b) Federal Acquisition Regulation (FAR) subpart 42.203(a)(56)  
(c) Defense Federal Acquisition Regulation Supplement (DFARS)  
(d) DCMA Instruction 8210.1C (AFI 10-220\_IP, AR 95-20, NAVAIRINST 3710.1G, COMDTINST M13020.3A), Contractor Flight and Ground Operations

Scope. This agreement applies only to Government Flight Representative (GFR) responsibilities in support of [type aircraft] flight and ground operations conducted under the cognizance of reference (a).

Background. The Defense Contract Management Agency (DCMA) is a joint Department of Defense agency chartered to providing Contract Administration Services (CAS) at contractor facilities. DCMA [command] has contract administration responsibilities for reference (a) which requires the contractor to perform services on [base name]. In accordance with reference (b), (c), and (d) requirements, a Service [GFR/GGFR] is required to oversee the contractor's operations that occur on base.

Communication and Coordination.

a. [Service unit] shall provide DCMA [unit] a properly qualified and trained [GFR/GGFR] in accordance with the criteria given in reference (d) to perform on base [GFR/GGFR] duties in support of reference (a). The [GFR/GGFR] shall report to DCMA [unit] while performing [GFR/GGFR] duties, but shall belong to [Service unit] administratively, and for all other duties.

b. DCMA [unit] shall provide assistance in the interpretation of contract requirements as needed by the GFR. Any waivers to the reference (a) or (d) requirements shall be submitted through the DCMA chain of command in accordance with reference (d).

Administration. Custody of the aircraft shall remain with the Service. Any flight or ground mishap investigations will be the responsibility of the Service. DCMA will provide contract information or other technical expertise during the course of the investigation if needed. The GFR shall notify the ACO of any damage to the aircraft during the term of the contract.

Review Process. This LOA shall be reviewed and updated as required or whenever there is a change in contract requirements. The LOA shall expire on completion of all contracted work, or upon notification by either party.

Nomination. The [Service command] hereby appoints [individual's rank, name] to be the [GFR/GGFR] for reference (a) under the terms of this LOA.

Appointment. Upon confirming the qualifications of the [unit GFR/GGFR], [DCMA CMO commander] shall formally delegate GFR responsibility per reference (d).

---

[DCMA CMO commander]

---

Commanding Officer, [Service unit]

*Attachment 8 – Sample Survey Report Format*

UNIT LETTERHEAD

[Date]

EXECUTIVE SUMMARY [Example Annual Survey Report. NOTE: The Executive Summary should be attached to a cover letter routing the report through GFR’s commander, ACO, and contractor.]

INTRODUCTION

The Flight Operations Survey of [contractor] was accomplished [date]. The contractor was evaluated according to the contract, the Combined Instruction and applicable Service *Guidance* and industry standards. The Survey Team consisted of:

GFR/GGFR	[Name, Rank]
GGR	[Name, Rank]
CSS	[Name]
QA	[Name, Rank]
Other	[Name, Rank]

The Survey Team in conjunction with [USN/USA/USAF] customer representatives from [Service unit] evaluated the contractor’s mitigation of risk in each of four functional areas of aircraft operations at [contractor]. The goal is to improve the safety and security for all personnel involved, and to better protect and conserve government resources.

The Survey Team in conjunction with [USN/USA/USAF] customer representatives from [Service unit] evaluated the contractor’s ~~mitigation of risk~~ *compliance with the Combined Instruction (DCMA INST 8210.1) and contractual requirements* in each of four functional areas of aircraft operations at [contractor]. The goal is to improve the safety and security for all personnel involved, and to better protect and conserve government resources.

PURPOSE

This report fulfills the requirements of DCMA INST 8210.1C, NAVAIRINST 3710.1G, AR 95-20, AFI 10-220\_IP, COMDTINST M13020.3A, for conducting an Annual Flight Operations Survey of contractor operations where the Government, by contract, assumes some or all of the risk of loss through the Ground & Flight Risk Clause ([GFRC](#)) (DFARS 252.228-7001). This report includes the Executive Summary narrating the teams’ observations, Observations requiring corrective actions, and a Facility Data Sheet.

This report is to be treated as sensitive information and not be shared with other contractors. The information herein is to be considered “For Official Use Only” and is

not to be distributed outside [contractor], owning program offices, or CAS channels. Additionally, there is no provision to use this information for contract sourcing.

### CONTRACTOR OVERVIEW

[Include paragraph describing scope of contract work]

### OVERALL ASSESSMENT

[In two or three paragraphs, summarize the overall health of the contractor's operations. Highlight any significant observations, good or bad.]

### DETAILED ASSESSMENT

Contractor's Procedures. [Describe the observations that contributed to the overall assessment of the Procedures using as many paragraphs as necessary. GFRs may discuss contractual, non-contractual, and positive feedback to the contractor in this section. Any observation requiring corrective actions by the contractor should be listed in the *Required Corrective Actions* attachment.]

[Repeat report format for:]

Flight Operations:

Ground Operations:

Safety:

### CONCLUSIONS

[Summarize the entire report. Your audience is the ACO (or lead), the program office, and finally the contractor. Route the report through the ACO to the contractor. Copy the program office. If corrective actions are directed, include the final disposition of the report and contractor's response in your file copy.]

*//signed//*

NAME, Rank, Service  
Government Flight Representative

#### Attachments

1. Observations Requiring Corrective Actions [if any]
2. Facility Data Sheet

## OBSERVATIONS REQUIRING CORRECTIVE ACTIONS

[NOTE: ACO should forward the entire Survey report to the contractor. However, they shall stress that only this section requires actions by the contractor.]

Observation 1: [Describe deficiency. All observations requiring corrective actions **MUST BE** of a contractual nature. *Observations should provide sufficient information for resolving the deficiency, however, GFRs should never direct specific solutions to the deficiencies identified in the Contractor's Procedures. To do so would lessen the contractor's ownership of their Procedures.* Deficiencies outside the scope of the contract should be addressed through a DD Form 1716, *Contract Data Package Recommendation/Deficiency Report*, for resolution. Attempting to correct a contract deficiency through an Annual Survey Report could be construed as creating a constructive change and should be avoided at all costs. Example: Observation 1: No scheduled inspection process exists for work-stands used around contract aircraft. Several work-stands were leaking hydraulic fluid. Padding on three separate work-stands was worn/ripped to such an extent it would not protect an aircraft if the work-stand bumped up against it.] Reference: [State specific Instruction/Regulation/FAR/DFARS/contractual wording *that with which* the contractor is not in compliance *with*. For example: Reference: AR-95-20, Paragraph 5.6.]

~~Recommendation 1: [Every observation requiring corrective actions should include a recommended resolution. Recommendations should provide sufficient information for resolving the deficiency, however, GFRs should never direct specific changes to the Contractor's Procedures. To do so would lessen the contractor's ownership of their Procedures. Example: Develop procedures for inspecting all work-stands prior to use and on a recurring basis. Procedures should describe when a work-stand should be removed from service until repairs are made. Provide initial and recurring training to all employees who use aircraft work-stands detailing the new procedures. Include new processes in the Procedures in the Powered and non-powered aerospace ground equipment (AGE) operations section.]~~

Observation 2: [Repeat format as necessary.]

~~Recommendation 2: [Repeat format as necessary.]~~

Attachment 9 – Sample Facility Data Sheet Format

(Excel Version)

[Contractor's name and address]

Government Personnel Office Commercial # DSN Email  
CMDR  
CFQ  
GFR  
A/GFR  
GGR  
CSS  
PROPERTY  
QA  
ASO/FSO

Contractor Personnel Position Commercial# Beeper FAX/Email

Contractor Crewmembers Aircraft: Pilot: Nav: FE: CC: Boom: Other:  
Aircraft: Pilot: Nav: FE: CC: Boom: Other:  
Aircraft: Pilot: Nav: FE: CC: Boom: Other:

Government Crewmembers Aircraft: Pilot: Nav: FE: CC: Boom: Other:  
Aircraft: Pilot: Nav: FE: CC: Boom: Other:  
Aircraft: Pilot: Nav: FE: CC: Boom: Other:

Clause & Requirement Reference Matrix

Contract Number: xxxx xxxx xxxx xxxx  
Ground and Flight Risk, DFARS 252.228-7001  
Aircraft Flight Risk, DFARS 252.228-7002  
Accident Reporting, DFARS 252.228-7005  
Contractor Flight Ops, [DCMA INST 8210.1]  
Tool/FOD Control [NAS 412]  
Aircraft Rescue and Fire Fighting [NAS 3306]

Program Support Team Office Commercial # DSN FAX/Email

PCO  
ACO  
PM  
PI  
CSSO

Contract Number: Aircraft Type:  
Contract Description Number Per Year:

Program Support Team Office Commercial # DSN FAX/Email

PCO  
ACO  
PM  
PI  
CSSO

Contract Number: Aircraft Type:  
Contract Description Number Per Year:

## *Attachment 10 – Required Procedures Outline*

When writing Procedures, contractors shall include all items from this attachment, item by item, as applicable. Items that are not applicable to specific contract/location shall be place marked as N/A. Paragraphs from this Instruction not listed or referenced below are either directive in nature or provide clarifying information for the contractors and GFRs, and therefore need not be addressed in the written Procedures. All items subordinate to the referenced paragraphs/sub-paragraphs in the Outline must be addressed since they support the referenced paragraphs. Refer to Chapter 3 for further guidance on writing Procedures. The paragraph titles listed below may not match exactly the text in this Instruction and are included only as a convenient reference to the paragraphs' purpose. *For each paragraph listed address all sub-paragraphs as well except as noted below.*

### Chapter 1: DEFINITIONS.

Contractors need not address the Definitions Chapter in their Procedures. Including them as a ready reference or adding organizational specific definitions is acceptable. However, if included in the Procedures, the definitions from this Instruction shall not be modified and GFR approval of the Procedures does not extend to any definitions so included.

### Chapter 2: WAIVERS

Contractors need not address the waivers chapter in their Procedures. Including waiver procedures as a ready reference or adding organizational specific processes is acceptable. However, if included, the GFR approval of the Procedures does not extend to waiver processes so included. *Though not required to do so*, contractors and GFRs should always use the waiver process in the most recent version of this Instruction. *Failure to do so could result in delays in waiver processing and possible rejection of the waiver request.* The waiver admin process is not directive in nature. It merely defines the current process with the most current contact information.

### Chapter 3: PROCEDURES

This chapter provides overarching guidance and requirements for the development of Procedures and need not be addressed in the Procedures except as noted below.

#### *3.6. Subcontractors.*

#### *3.8.2. Procedures POC.*

#### *3.17. Access to Contractor's Facilities*

### Chapter 4: Flight Operations

4.1. Flight Management. ~~Address all sub-paragraphs except as noted below.~~

4.1.1. General Flight Rules. A simple statement listing which [Service Guidance](#) aircrews shall follow is sufficient.

4.1.12. Aircrew Duty and Rest Limitations. Contractors need not address these paragraphs. Including these procedures as a ready reference or making them more restrictive is acceptable.

4.2. Crewmember/Non-Crewmember Approval. Address only the following subparagraphs in the Procedures.

4.2.1. Requesting Officials (or Contractor's Requesting Official (CRO)).

4.2.7. Removal From Crewmember Status.

4.3. Crewmember Qualification Requirements. Contractors need not address these paragraphs. Including these procedures as a ready reference or making them more restrictive is acceptable.

4.4. General Procedures.

4.5. Crewmember Training Requirements.

4.6. Crewmember Ground Training Requirements.

4.7. Crewmember Evaluations.

4.8. Forms and Records.

Chapter 5: Ground Operations

5.2. Training, Qualification and Certification. ~~Address all paragraphs and subparagraphs.~~

5.3. FOD and Tool Control.

5.4. Aircraft Engine/APU/GTC Operation (Ground Personnel).

5.5. Medical (Physical) Requirements for Ground Personnel. Although this is a contractual requirement, contractors need not address their process for accomplishing these tasks in their Procedures.

5.6. Aircraft Ground Support Equipment (AGSE).

5.7. Airfield and Facility Vehicle Operation.

5.8. Aircraft servicing.

5.9. Aircraft Ground Handling.

5.10. AFE/ALSE/ALSS.

5.11. Egress System/Component Maintenance and Storage.

5.12. Aircraft/Equipment Hydraulic Fluid Analysis Program.

5.13. Oil Analysis Program.

5.14. Test, Measurement, and Diagnostic Equipment (TMDE).

5.15. Weight and Balance.

5.16. Tire and Wheel.

5.17. Welding and Brazing.

5.18. Security of Aircraft / Prevention of Unauthorized Access or Operation of Government Aircraft.

5.19. Technical Orders/Maintenance Manuals

- 5.20. Aircraft Records Management.
- 5.21. Safe-for-Flight Release.
- 5.22. Battery Handling, Recharge and Storage.
- 5.23. Corrosion Control.
- 5.24. Aircraft Weapons, Munitions, and Cartridge Activated Devices.
- 5.25. Lasers.
- 5.26. Severe Weather.
- 5.27. Fuel System Maintenance.
- 5.28. Hangaring of Aircraft.
- 5.29. Storage and Handling of Hazardous Materials (HAZMAT).
- 5.30. Gases (Inert and Flammable).
- 5.31. Application of External Electrical and Hydraulic Power.*
- 5.32. Operation of Landing Gear, Powered Doors, and Flight Control Surfaces.*

## Chapter 6: SAFETY

- 6.1. Mishap Prevention Program.
- 6.2. Risk Management.*
- 6.3. Hazard Identification and Elimination Procedures.
- 6.4. Aviation Safety Council.*
- 6.5. Flight Safety Meetings.*
- 6.6. Safety Audits.*
- 6.7. Bird/Animal Avoidance and Strike Hazard (BASH) Program.*
- 6.8. Mid-Air Collision Avoidance (MACA) Program.*
- 6.9. Safety Publications.*
- 6.10. Aircraft Damage Reporting Procedures.*
- 6.11. Aircraft Mishap Reporting Procedures.*
- 6.12. Privileged Data.*
- 6.13. Mishap Response Plan (MRP)(or Premishap Plan).*
- 6.14. ~~6.2.~~ Aircraft Rescue and Fire Fighting (ARFF) Procedures.*
- 6.15. Aircraft Facilities. ~~6.3. Protection of Aircraft on the Ground.~~*
- 6.16. Contractor Evaluation of ARFF, Aircraft Facilities, and Protection of Aircraft on the Ground. ~~6.4. Aircraft Hangars.~~*
- 6.17. OCONUS ARFF, Aircraft Facilities, and Protection of Aircraft on the Ground*

## Chapter 7 Government Flight Representatives

Contractors shall not include Chapter 7 responsibilities in the Procedures.

#### Attachments

Contractors need not include Attachments from this Instruction in the Procedures. Including the attachments as a ready reference is acceptable, *and though not required, contractors may find the following Attachments particularly useful as references depending on the scope of their contract:*

*Attachment 12      Ground Operations Training Matrix*

*Attachment 15      U.S. Armed Forces PAO Decision Tool*

*Attachment 16      Procedures Matrix for Contractor-owned Aircraft PAO Contracts*

*Attachment 17      DoD Accident Classification and CSSO List*

## *Attachment 11 – Procedures Review Checklist Guide*

This review guide is for information only and does not require contractor or GFR actions. This guide is recommended to be used for the conduct of all Procedures Review.

Purpose: The Procedures Review Guide provides a standardized format for conducting a comprehensive review of Procedures. The guide will assist the user in the review of all requirements stated in Chapter 3 of the combined Instruction. When completed, the Procedures Review Guide will provide the user with a graphic display of deficient areas of the Procedures. The guide will clearly identify specific areas of the Procedures which meet all requirements and are approved, as well as, specific requirements of the Procedures needing enhancement. Use and completion of this guide will eliminate extensive write-ups identifying deficiencies. Procedures Review Guides, when completed by the GFR, shall be provided to the contractor for corrective actions. The Procedures Review Guide is formatted to comply with Attachment 10 of the combined Instruction (with minor changes). Excel copies of the Procedures Review Guide may be found at:

[http://www.dcms.mil/policy/8210-1C/Procedures Review Guide 8210.1C Change 1.xlsx](http://www.dcms.mil/policy/8210-1C/Procedures%20Review%20Guide%208210.1C%20Change%201.xlsx)

TOOLS: 1) 8210.1C, *Change 1*, version of the Combined Instruction and,  
2) Current copy of the applicable SOW or PWS for the contract.

RECOMMENDED CHANGES: This Guide has been created by U.S. Army Materiel Command, ~~AMCOL-CA AMCOP-CA~~. Please send comments and recommendations for changes to:

Commander,  
U.S. Army Materiel Command  
Attn: ~~AMCOL-CA AMCOP-CA~~  
4400 Martin Road  
Redstone Arsenal, AL 35898-5000

General Information

Date of Review: \_\_\_\_\_

Date of Applicable Combined Instruction: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Date of Procedures: \_\_\_\_\_

Reason for Review:

a) Annual Review by Contractor: \_\_\_\_\_(Y/N)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

eMail: \_\_\_\_\_

b) Annual Review by GFR: \_\_\_\_\_(Y/N)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

eMail: \_\_\_\_\_

c) Change of GFR: \_\_\_\_\_(Y/N) Date GFR was Assigned: \_\_\_\_\_

d) Survey: \_\_\_\_\_(Y/N)

Completed by:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

eMail: \_\_\_\_\_

## General Information (Continued)

1. Are these core procedures?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

2. If core procedures, do they include Local Operating Procedures (LOPs)?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

3. Are the Procedures separate and distinct from industrial or quality procedures?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

4. Does the contractor provide specific guidance describing activities and requirement of the Combined Instruction pertaining to safety, and flight and ground operations applicable to all aircraft for each specific contractor operation and location?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

### Legend

N/A = Not Applicable

D = Describes in detail how the contractor ensures that individuals perform only duties they are qualified and authorized to perform.

I = Identify office/title of individual responsible

S = Adequately explain all aspects of a given operation / steps taken to accomplish activities

V = Verification procedures / process

T = Training requirements

R = Records / documentation required

A = Approved

Spreadsheets available at:

[http://www.dcma.mil/policy/8210-1C/Procedures\\_Review\\_Guide\\_8210.1C\\_Change\\_1.xlsx](http://www.dcma.mil/policy/8210-1C/Procedures_Review_Guide_8210.1C_Change_1.xlsx)

*Attachment 12 – Ground Operations Training Matrix*

*Contractors shall align their training program with the following requirements:*

GOP	Initial Training Trained	Qual	Cert	Practical Exam*	Written Exam*	Recurring Requirement Training
FOD and Tool Control	X	X				X
Aircraft/Engine/APU	X	X	X	X	X	X
Ground Support Equipment (powered)	X	X		X		X
Ground Support Equipment (non-powered)	X	X				
Flight Line/Facility Vehicle Operations	X	X				
Aircraft Servicing	X	X		X		
Tow Supervisor	X	X	X		X	X
Tow Brake Rider	X	X		X		
Tow Vehicle Operator	X	X	X	X	X	
Tow Wing/Tail walkers	X	X				
Jacking Supervisor	X	X	X	X	X	X
Jack Team Member	X	X				
Jack Manifold Operator	X	X		X		X
Marshalling	X	X		X	X	
Mooring and Tie Down	X	X				
Aircrew Life Support Equipment	X	X	X	X		X
Egress System Maintenance	X	X	X	X		X
Egress Systems Familiarization	X	X				X
Hydraulic Fluid Analysis	X	X	<i>Note 1</i>	Note 1	Note 1	
Engine/Equip Oil Analysis	X	X	<i>Note 1</i>	Note 1	Note 1	
TMDE (Calibration Lab)	X	X		X		
Weight and Balance	X	X	X	X		

GOP	Initial Training Trained	Qual	Cert	Practical Exam*	Written Exam*	Recurring Requirement Training
Tire and Wheel (Storage and Handling)	X	X				
Welding/Brazing	X	X	X	X	X	X
Security of Aircraft	X	X				
Technical Orders and Manuals	X	X	Note 2			
Aircraft Records Management	X	X				
Safe-for-Flight Release	X	X	X	X		
Battery	X	X				
Corrosion Control	X	X				
Weapons, Munitions and CADs	X	X	X	X	X	X
Lasers	X	X				
Severe Weather	X	X				
Fuel System Maintenance	X	X				
Aircraft Hangaring	X	X				
HAZMAT (Storage and Handling)	X	X				
Gases (Inert and Flammable)	X	X				
<i>Application of External Electrical and Hydraulic Power</i>	X	X		X		
<i>Landing gear, powered doors, and flight control surface operation</i>	X	X	X	X		

Note 1: Applies to Lab Technicians Only

Note 2: Applies to Technical Distribution Account Custodian/Librarian

\*These columns are recommended only, except where required by contract or chapter 5 (e.g., engine run qualifications)

*Attachment 13 – Corrective Action Requests*

13.1 CARs are *a common* method used to *formally* communicate *contractual deficiencies* to the contractor. The CAR focuses on deficiencies that result from noncompliance. Any employee performing Contract Administration Services (CAS) can initiate and present a CAR to the contractor.

13.2 CARs should always be written.

13.3 Response from the contractor is mandatory.

13.4 Originator must follow-up to verify implementation and effectiveness of contractor actions.

13.5 If contractor is not responsive to lower-level CARs, consider escalation.

13.6 GFRs/GGFRs should keep a record of all CARs, including follow-up and close out actions taken in response to the CAR.

13.7 There are four types of CARs; they include:

Level I	<ul style="list-style-type: none"> <li>• is a contractual noncompliance requiring no special management attention to correct,</li> <li>• may be directed to working level.</li> </ul>
Level II	<ul style="list-style-type: none"> <li>• is a request for corrective action for contractual noncompliance which could affect cost, schedule, or performance if not corrected in a timely manner,</li> <li>• is directed at the contractor management level responsible for the process.</li> </ul>
Level III	<ul style="list-style-type: none"> <li>• involves serious contractual noncompliance,</li> <li>• must be directed to contractor top management,</li> <li>• may incorporate contractual remedies such as reduction of progress payment, cost disallowance, or business management systems disapprovals,</li> <li>• must be coordinated with the ACO prior to issuance and requires notification of the CASC commander, and</li> <li>• once issued, involves putting the contractor on the Contractor Alert list. (Removal would be after corrective action and close-out of the CAR.)</li> </ul>
Level IV	<ul style="list-style-type: none"> <li>• is the most serious CAR and could result in suspension of payment, termination for default, or debarment,</li> <li>• must be issued by the cognizant ACO and countersigned at the CASC commander level,</li> <li>• must be directed to contractor top management,                             <ul style="list-style-type: none"> <li>• copies are sent to the customer buying activity, and</li> <li>• involves putting the contractor on the Contractor Alert list.</li> </ul> </li> </ul>

Sample CAR Letter

[Letterhead]

[GFR's Organization]

Reference Contract [Number]

[Contractor POC and address]

SUBJECT: [Observed non-compliance]

Dear Mr. Canyon:

[Narrative of deficiency. All CARs MUST BE of a contractual nature.

Example: Observation 1: No scheduled inspection process exists for work-stands used around contract aircraft. Several work-stands were leaking hydraulic fluid. Padding on three separate work-stands was worn/ripped to such an extent it would not protect an aircraft if the work-stand bumped up against it. Reference: (State specific Instruction/Regulation/FAR/DFARS/contractual wording that the contractor is not in compliance with.) For example: Reference: AR-95-20, Paragraph 5.6.]

Please inform this office in writing, referencing CAR No. [2011-12345], of the results of the root-cause analysis of the non-conformance and actions taken to prevent its reoccurrence.

Please respond to the undersigned at [GFR's email address].

*//signed//*  
NAME, Rank, Service  
Government Flight Representative

cc: [Sub-contractor (if applicable)]  
[ACO]

*Attachment 14 – Certificate of Compliance (Deleted)*

**CERTIFICATE of COMPLIANCE**

DATE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

EMPLOYED BY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

I certify that the below listed documents have been forwarded to:

~~U.S. ARMY Aeromedical Activity      FAX: (334) 255-0747  
ATTN: MCXY-AER                      POC: Ms. Ida Brown  
Building 110, 6<sup>th</sup> AVENUE              COM: (334) 255-0750  
Fort Rucker, AL 36362                EMAIL:  
usarmy.rucker.medcom-lahc.list.lahc-aero-helpdesk@mail.mil~~

~~\_\_\_\_\_ Copy of Completed FAA Form 8500-8~~

~~\_\_\_\_\_ Copy of FAA Form 8500-9~~

~~\_\_\_\_\_ Copy of all Issued/Current Statements of Demonstrated Abilities (SODA).~~

\_\_\_\_\_

(Signature)

CF:  
Government Flight Representative  
Pilot's Training Folder

\_\_\_\_\_ V:5 TBB-AMCOL-CA

## ~~Instructions for Completing the Certificate Of Compliance~~

- ~~1. Enter current date.~~
- ~~2. Enter your full name.~~
- ~~3. Enter the name of the contractor you are employed by.~~
- ~~4. Enter ONLY the last 4 numbers of your SSN.~~

~~Note: All Pilots must include a copy of the FAA Form 8500-8 and 8500-9 in the packet to be FAXED to the U.S. Army Aeromedical Facility, as indicated on the front of the Certificate of Compliance. Pilots issued Statements of Demonstrated Abilities (SODA) must also include all applicable SODA(s) in the FAX.~~

~~Ensure that you blacken all but the LAST 4 numbers of your SSN, if it appears in full on any of the documents you forward. Do not authorize any individual to transmit the packet for you.~~

- ~~5. Check applicable blocks, as to the documents you included in the packet.~~
- ~~6. Sign the form as indicated. Note: Your signature only indicates that you personally have forwarded the documents you checked.~~
- ~~7. Provide a copy of the signed Certificate of Compliance to the GFR. Do not provide the GFR with the documents you forwarded.~~
- ~~8. Provide a copy of the signed Certificate of Compliance to the office that maintains your training records. This form shall be maintained in your training records! The FAA Form 8500-8 and SODA(s) are not part of your flight records.~~

### *Attachment 15 – U.S. Armed Forces PAO Decision Tool*

*Public Aircraft Operations (PAO). In general, the U.S. Armed Forces considers an aircraft operation "Public" when the aircraft is owned by the Armed Forces, or is used by the Armed Forces and operates outside of the purview of its FAA airworthiness certificate (e.g., configuration, operational use, or maintenance) and applicable operating regulations under 14 CFR. See 49 U.S.C. § 40102 (A)(41) and 41 U.S.C. § 40125. For case by case PAO determinations, refer to US Armed Forces PAO Decision Tool (below) and the FAA PAO Circular 00-1.1A.*

*A determination of PAO signifies a significant shift in responsibilities associated with the airworthiness and continuing airworthiness of the aircraft from the FAA. For DoD owned aircraft, the determination is usually simple, although questions can arise about the aircraft status during the acquisition process and when discussing FMS. The really difficult cases to navigate are associated with contracted air services. If a non-DoD aircraft is being operated by or for DoD purposes, the operation may be considered PAO if it is in support of an inherently military requirement and the FAA has no regulations that govern that operation. PAO determinations are made on an operation-by-operation basis and may be bounded by specific contract language that establishes when a provider is operating in support of a DoD contract, and when conditions exist that exclude the operation from "civil use".*

*The tool provides guidelines to facilitate determinations and understanding. It is not a substitute for a written opinion or determination. The status of an operation depends on the circumstances of each flight and may change from mission to mission.*

[http://www.dcma.mil/policy/8210-1C/US\\_ARMED\\_FORCES\\_PAO\\_Decision\\_Tool.docx](http://www.dcma.mil/policy/8210-1C/US_ARMED_FORCES_PAO_Decision_Tool.docx)

*Attachment 16 – Procedures Matrix for Contractor-owned Aircraft PAO*

<b>Chapter</b>	<b>Paragraph Exceptions</b>	<b>Topic</b>	<b>Applicability</b>
1		<b>Definitions</b>	<i>Applicable</i>
2		<b>Waivers</b>	<i>Applicable</i>
3		<b>Procedures</b>	<i>Applicable</i>
	3.5	<i>Use of Service Guidance</i>	<i>N/A</i>
	3.1.1	<i>Conflict between sources of guidance</i>	<i>N/A</i>
	3.10 - 3.13	<i>Modifying contract, multiple versions, Core Procedures, review required</i>	<i>N/A</i>
4		<b>Flight Operations</b>	<i>N/A</i>
	4.1.5	<i>Contractor flight approval</i>	<i>Applicable</i>
	4.1.7	<i>Approved flights</i>	<i>Applicable</i>
	4.1.9.3	<i>Maintenance release procedures</i>	<i>Applicable</i>
	4.1.10 - 4.1.14	<i>Documentation of certificates, mixed flight crews, minimum crew requirements, aircrew duty and rest, other Aircrew Restrictions</i>	<i>Applicable</i>
	4.2.1	<i>Contractor requesting official</i>	<i>Applicable</i>
	4.2.5	<i>Approval for Crewmember status</i>	<i>Applicable</i>
	4.2.7	<i>Removal from Crewmember Status</i>	<i>Applicable</i>
	4.3.1	<i>General Qualifications</i>	<i>Applicable</i>
	4.4.11	<i>Aircrew/Contractor response to Emergencies</i>	<i>Applicable</i>
	4.5.2.1	<i>General Requirements</i>	<i>Applicable</i>
	4.8.7	<i>Access to Records</i>	<i>Applicable</i>
5		<b>Ground Operating Procedures</b>	<i>N/A</i>
	5.1	<i>Requirements for GOPS</i>	<i>Applicable</i>
	5.2.1	<i>Master Training Plan</i>	<i>Applicable</i>
5	5.3.1	<i>FOD - documented plan</i>	<i>Limited</i>
	5.3.3.5	<i>Housekeeping</i>	<i>Limited</i>
	5.3.3.6	<i>Clean-as-you-go</i>	<i>Limited</i>
	5.3.3.13.1 - 2	<i>Tool Control - inventory/etching</i>	<i>Limited</i>
	5.3.3.13.6 - 8	<i>control of tools</i>	<i>Limited</i>

<b>Chapter</b>	<b>Paragraph Exceptions</b>	<b>Topic</b>	<b>Applicability</b>
	5.3.3.13.10 - 11	control of hardware/consumables	Limited
	5.3.3.14	Lost tool procedures	Limited
	5.6	Hydraulic fluid surveillance	Limited
	5.8	Aircraft Servicing	Limited
	5.13	Oil Analysis	Limited
	5.15	Weight and Balance	Applicable
	5.19 - 5.21	Technical orders/manuals, records Management, Safe-for-flight	Applicable
	5.23	Corrosion Control	Limited
	5.24	Weapons, Munitions, and CADs	Limited
	5.25	Lasers	Limited
6		<b>Safety</b>	Applicable
	6.1	Mishap Prevention Program	Limited
	6.4 - 6.9	Aviation safety council, flight safety meetings, safety audits, BASH Program, MACA Program, safety publications	N/A
	6.13.8	Medical Procedures	N/A
	6.14 - 6.17	Aircraft Rescue and Fire Fighting (ARFF) and Facility Fire Response	N/A

*Dependent on the contract. Normally, verification of the existence of, and general compliance with, a program is sufficient.*

*Any chapter or paragraph listed includes all sub-paragraphs unless otherwise noted.*

*All items listed as applicable apply in all cases unless listed as an exception in this table.*

*All items listed as not-applicable do not require Procedures or GFR oversight.*

*All items listed as Limited apply to varying degrees depending on the contract and risks to government aircraft. GFRs should review the contract and consult with the program office and applicable waiver authority for additional guidance.*

*Procedures listed as limited are not bound by specific requirements in this Instruction or by [Service Guidance](#) except as listed in the contract. The standard for these Procedures is "safe and effective". Normally verifying the existence of and general compliance with a procedure is sufficient. For example, use of 14 CFR, Part 135.267 for flight time limitations and crew rest requirements in lieu of the minimums found in paragraph 4.1.13.*

*Attachment 17 – DoD Accident/Mishap/Incident Classification, Reporting Guide, and  
CSSO List*

*Download at:* [http://www.dcmamilitary.com/policy/8210-1C/A17 DoD Accident Mishap Classification Tool and CSSO List.docx](http://www.dcmamilitary.com/policy/8210-1C/A17%20DoD%20Accident%20Mishap%20Classification%20Tool%20and%20CSSO%20List.docx)

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## *Attachment 19 – Resource Page*

### DCMA INST 8210.1C

<http://www.dcmsa.mil/Portals/31/Documents/Policy/DCMA-INST-8210-1C.pdf>

### DCMA INST 8210.1C Change 1

[http://www.dcmsa.mil/Portals/31/Documents/Policy/8210-1c/Contractors\\_Flight\\_and\\_Ground\\_Operations\\_DCMA\\_INST\\_8210.1C\\_Change1.pdf](http://www.dcmsa.mil/Portals/31/Documents/Policy/8210-1c/Contractors_Flight_and_Ground_Operations_DCMA_INST_8210.1C_Change1.pdf)  
[http://www.dcmsa.mil/Portals/31/Documents/Policy/8210-1c/Contractors\\_Flight\\_and\\_Ground\\_Operations\\_DCMA\\_INST\\_8210.1C\\_Change1.docx](http://www.dcmsa.mil/Portals/31/Documents/Policy/8210-1c/Contractors_Flight_and_Ground_Operations_DCMA_INST_8210.1C_Change1.docx)

### DD Form 250, Material Inspection and Receiving Report, August 2000,

[www.dtic.mil/whs/directives/forms/eforms/dd0250.pdf](http://www.dtic.mil/whs/directives/forms/eforms/dd0250.pdf)

### DCMA Form 644 (Under Review), Request for Flight Approval

[http://www.dcmsa.mil/POLICIES/8210-1C/DCMA\\_Form\\_644\\_Request\\_for\\_Flight\\_Approval\\_2015.pdf](http://www.dcmsa.mil/POLICIES/8210-1C/DCMA_Form_644_Request_for_Flight_Approval_2015.pdf)

### DD Form 2627 Draft (Under Review), Request for Government Approval for Aircrew Qualifications and Training

[http://www.dcmsa.mil/POLICIES/8210-1C/DD2627\\_2014\\_Request\\_Approval\\_for\\_Aircrew\\_Qualification\\_and\\_Training.pdf](http://www.dcmsa.mil/POLICIES/8210-1C/DD2627_2014_Request_Approval_for_Aircrew_Qualification_and_Training.pdf)

### DD Form 2628 Draft (Under Review), Request for Approval of Contractor Crewmember

[http://www.dcmsa.mil/POLICIES/8210-1C/DD2628\\_2014\\_Request\\_Approval\\_of\\_Contractor\\_Crewmember.pdf](http://www.dcmsa.mil/POLICIES/8210-1C/DD2628_2014_Request_Approval_of_Contractor_Crewmember.pdf)

### DD Form 1821, Contractor Crewmember Record

<http://www.dtic.mil/whs/directives/forms/eforms/dd1821.pdf>

### FAR Subpart 42.202, Assignment of Contract Administration

[http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/42.htm#P40\\_5059](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/42.htm#P40_5059)

### FAR Subpart 42.302, Contract Administration Functions

[http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/42.htm#P70\\_10070](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/42.htm#P70_10070)

### DFARS Part 228.3, Insurance, Subpart 228.370, Additional clauses

[http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars228.htm#P115\\_5175](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars228.htm#P115_5175)

### DFARS Subpart 242.2, Contract Administration Services

[http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars242.htm#P126\\_4163](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars242.htm#P126_4163)

### DFARS 252.228-7001, Ground and Flight Risk (GFRC)

[http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars252\\_227.htm#P2484\\_210551](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars252_227.htm#P2484_210551)

### DFARS 252.228-7005, Accident Reporting and Investigation Involving Aircraft, Missiles, and Space Launch Vehicles

[http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars252\\_227.htm#P2713\\_232749](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars252_227.htm#P2713_232749)

### DoD Instruction 7230.08, Leases and Demonstrations of DoD Equipment

<http://www.dtic.mil/whs/directives/corres/pdf/723008p.pdf>

### DoD 5000.1, The Defense Acquisition System

<http://www.dtic.mil/whs/directives/corres/pdf/500001p.pdf>

### DoD 4145.26M, DoD Contractor's Safety Manual For Ammunition and Explosives

<http://www.dtic.mil/whs/directives/corres/pdf/414526mp.pdf>

### DoDI 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping

<http://www.dtic.mil/whs/directives/corres/pdf/605507p.pdf>

## Armed Forces Institute of Pathology/ Division of Forensic Toxicology

<http://www.health.mil/About-MHS/Defense-Health-Agency/Research-Development-Acquisition/Armed-Forces-Medical-Examiner-System>

Also see:

## Toxicology Submission Guidelines

<http://www.health.mil/Reference-Center/Forms/2015/11/16/Toxicology-submission-guideline>

## Federal Directory of Contract Administration Services (CAS) Components 2.0

<https://pubapp.dcms.mil/CASD/main.jsp>

## DD Form 1716, Contract Data Package Recommendation/Deficiency Report

<http://www.dtic.mil/whs/directives/forms/eforms/dd1716.pdf>

## Accident/Mishap Classification Tool and CSSO List

[http://www.dcms.mil/Portals/31/Documents/Policy/8210-1c/A17\\_DoD\\_Accident\\_Mishap\\_Classification\\_Tool\\_and\\_CSSO\\_List\\_Jan\\_2017\\_2.pdf](http://www.dcms.mil/Portals/31/Documents/Policy/8210-1c/A17_DoD_Accident_Mishap_Classification_Tool_and_CSSO_List_Jan_2017_2.pdf)

## US Armed Forces PAO Decision Tool

[http://www.dcms.mil/Portals/31/Documents/Policy/8210-1c/US\\_ARMED\\_FORCES\\_PAO\\_Decision\\_Tool.pdf](http://www.dcms.mil/Portals/31/Documents/Policy/8210-1c/US_ARMED_FORCES_PAO_Decision_Tool.pdf)

## Facility Data Sheet Form

[http://www.dcms.mil/Portals/31/Documents/Policy/8210-1c/Facility\\_Data\\_Sheet\\_Form.xlsx](http://www.dcms.mil/Portals/31/Documents/Policy/8210-1c/Facility_Data_Sheet_Form.xlsx)

## Procedures Review Guide for DCMA INST 8210.1C Change 1

[http://www.dcms.mil/Portals/31/Documents/Policy/8210-1c/Procedures\\_Review\\_Guide\\_8210.1C\\_Change\\_1.xlsx](http://www.dcms.mil/Portals/31/Documents/Policy/8210-1c/Procedures_Review_Guide_8210.1C_Change_1.xlsx)

## Change 1 Comments Matrix

[http://www.dcms.mil/Portals/31/Documents/Policy/8210-1c/Comments\\_Matrix\\_8210-1C\\_Change\\_1.xlsx](http://www.dcms.mil/Portals/31/Documents/Policy/8210-1c/Comments_Matrix_8210-1C_Change_1.xlsx)

End of Combined Instruction titled, Contractor's Flight and Ground Operations, Change 1



## LETTER OF APPOINTMENT

### MEMORANDUM FOR [INSERT]

#### Subject: Appointment as Government Flight Representative

You are hereby appointed as the Government Flight Representative (GFR) under Contract Number [insert]/Task Order Number [insert] with [insert company] located at [insert address]. This appointment is from the effective date through the life of the Task Order, unless rescinded or transferred. As the GFR, in coordination with the Federal Systems Integration and Management Center (FEDSIM) Contracting Officer's Representative (COR), you have authority to:

- a. Perform the Contract Administration Services function listed in Federal Acquisition Regulation subpart 42.302(a)(56) -Maintain Surveillance of Flight Operations.
- b. Administer the requirements of the combined instruction Contractor's Flight and Ground Operations, (DCMA INST 8210.1, AFI 10-220, AR 95-20, NAVAIRINST 3710.1 (Series), and COMDTINST M13020.3).

In the performance of the duties delegated to you in this letter, you are cautioned that you could be held personally liable for actions taken or directions given by you to the contractor that are beyond the authorities given to you in this letter. The duties or authorities in this letter are not re• delegable; therefore, you must advise the FEDSIM Contracting Officer, Contract Specialist, or COR immediately when you are unable to perform these duties.

You cannot authorize the contractor to stop work, and you are not authorized to delete, change, waive, or negotiate any of the technical requirements or other terms and conditions of the Task Order. Should a change (monetary or otherwise) to the Task Order become necessary, it must be made by a Task Order modification issued by the FEDSIM Contracting Officer. When in doubt, contact the FEDSIM COR.

Any Task Order change requested by the contractor must be put in writing by the contractor to the FEDSIM Contracting Officer for action. If, however, you become aware of an impending change, you should immediately advise the FEDSIM COR. When the proposed change is received by the FEDSIM Contracting Officer, you will be required to assist the FEDSIM COR in providing a written analysis and rationale for the change and to assist with the evaluation of any costs associated with the change.

You must also recognize and report to the FEDSIM COR any Government required changes to the Task Order (e.g., items or work no longer required, changes in the specifications, etc.).

Please acknowledge receipt and acceptance of this appointment by signing below returning the signed letter to the FEDSIM Contracting Officer or Contract Specialist. Your

*Source Selection Sensitive Information*



appointment as the GFR under the above numbered Task Order is terminated upon receipt of a written notice of termination from the appointing FEDSIM Contracting Officer, the Contracting Officer's successor, or a higher level of authority. Please direct any questions you may have on this delegation to the FEDSIM Contracting Officer or Contract Specialist.

---

Steve Madsen  
Contracting Officer  
GSA FEDSIM

---

Signature of GFR  
[insert name]

Effective date: [insert]

*Source Selection Sensitive Information*

## ATTACHMENT AD

### **Intelligence, Surveillance, and Reconnaissance (ISR) Scenarios**

The offeror shall use the scenarios below when responding to requirements listed at Task Order Request **Section L.8.2 (ISR Scenarios (Topic 2))**. The offeror's approach should demonstrate the offeror's knowledge of the requirements and risk to the United States Government (USG) embedded within the program. The offeror's technical solutions should mitigate governmental risk while successfully executing the requirements.

#### **Scenario 1: Near-Term Counter-Terrorism**

1. Duration: From 30 OCT 2021, through the end of TO Period of performance.
2. Mission: Development, integrate, and train the Partner Nation (Honduras (HN)) operators to operationally employ a surveillance sensor suite to conduct aerial maritime surveillance utilizing a host-nation-provided seized Beech 350 (B-350) aircraft.
3. Situation: High criminal threat, permissive environment.
4. Objectives:
  - A. Provide the Government with a contractor-developed sensor solution that can function at vendor specifications integrated into a B-350 aircraft.
  - B. Integrate proposed sensor suite into seized HN B-350 aircraft IAW OEM vendor-approved installation procedures.
  - C. Provide OEM on the job training to the Honduran Air Force maintenance specialist on the installation process, unit level maintenance, and preventative maintenance requirements for sustainment of the sensor suite.
  - D. Conduct crew qualification training on the use and employment of these sensors against the threat identified in paragraph 5.
5. ISR Requirement: Aerial development and integration of a Honduran, seized B-350 aircraft with a mission & communications suite to provide open water wide area surveillance support designed to identify, track, and coordinate law enforcement interdiction of maritime narcotics trafficking within the economic exclusion zones of Honduras. The integration package shall be able to detect and track a 30'-40' panga "Go-Fast" boat in open water under power at night or drifting during daylight operations with a 90% probability of detection using the developed sensor suite solution.
6. Functions: Aviation engineering, aviation Maintenance, OEM equivalent maintenance, OEM equivalent installation training, sensor operational employment training, and embedded OEM equivalent service support to the unit.
7. Data Distribution Requirement: Ability to distribute relevant and/or essential surveillance information via Line of Sight (LOS) and Beyond Line of Sight (BLOS) voice to Command and Control (C2) elements or maritime interdiction surface units.
8. See GFP Attachment (**Section J, Attachment U**).
9. Government Furnished Services (GFS) at location: None. The contractor shall integrate into the unit, utilizing existing economy environmental capabilities for housing, transportation,

and communications. Reach back into the Security Cooperation Office – Honduras is available for limited support such as Communications Security (COMSEC) needs or Classified communications (if needed, but are not anticipated).

### **Scenario 2: Near-Term National Defense Strategy**

- a. Duration: 1 SEP 2021 through end of TO Period of Performance.
- b. Mission: Maritime surveillance in eastern Pacific west of Galapagos Islands.
- c. Situation: Economic Exclusion Zones will PREVENT utilization of landing fields in the Galapagos Islands. High crime threat, permissive operational environment.
- d. Objectives: Conduct Maritime surveillance operations in support of Joint Inter-Agency Task Force – South (JIATF-S) maritime illicit trafficking surveillance against the primary target sets of 30-40' boats operating @ 30 knots (kts) during nighttime hours or drifting during daylight hours or self-propelled semi-submersibles with a 12" waterline operating at 6 kts in the geographical area west of the Galapagos Islands for at least 6 hours daily.
- e. ISR Requirement: Provide fused FMV (EO/IR)/SIGINT, SAR/MTI ISR from 15 minutes after takeoff to 15 minutes prior to landing for the operating window with at least a 6 hour on station time in a geographical areas west of the Galapagos islands. LOS and/or BLOS voice transmission back to JIATF-S for target identification and sorting is required.
- f. Functions: Flight Operations, Payload development and operation. This mission set does not have a comprehensive processing, exploitation, dissemination task. Missions are directly actioned with the JIATF-S operations floor real time.
- g. Data Distribution Requirement: Ability to distribute relevant and/or essential information on targets via LOS and BLOS voice, chat, and video functions to command and control nodes.
- h. See GFP Attachment (**Section J, Attachment U**).

Government Furnished Services (GFS) at location: None. The contractor shall utilize existing economy environmental capabilities for housing, transportation, and communications.

CLIN	CLIN TYPE	COST OVERRUN CEILING	ESTIMATED COST	ESTIMATED BASE FEE or FIXED FEE	ESTIMATED AWARD FEE	TOTAL ESTIMATED	FUNDED COST	FUNDED BASE FEE or FIXED FEE	FUNDED AWARD FEE
0001	LABOR	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
0002	ISR UTIL.	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
0003	TRAVEL		\$ -			\$ -	\$ -		
0004	ODCs		\$ -			\$ -	\$ -		
0005	CAF		\$ -			\$ -	\$ -		
SUB		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
1001	LABOR	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
1002	ISR UTIL.	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
1003	TRAVEL		\$ -			\$ -	\$ -		
1004	ODCs		\$ -			\$ -	\$ -		
1005	CAF		\$ -			\$ -	\$ -		
SUB		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
2001	LABOR	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
2002	ISR UTIL.	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
2003	TRAVEL		\$ -			\$ -	\$ -		
2004	ODCs		\$ -			\$ -	\$ -		
2005	CAF		\$ -			\$ -	\$ -		
SUB		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
3001	LABOR	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
3002	ISR UTIL.	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
3003	TRAVEL		\$ -			\$ -	\$ -		
3004	ODCs		\$ -			\$ -	\$ -		
3005	CAF		\$ -			\$ -	\$ -		
SUB		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
4001	LABOR	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
4002	ISR UTIL.	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
4003	TRAVEL		\$ -			\$ -	\$ -		
4004	ODCs		\$ -			\$ -	\$ -		
4005	CAF		\$ -			\$ -	\$ -		

SUB		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!

Note: The amounts in Columns Q - S represent the actual rate of fee and may appear to vary from negotiated rates due to:  
 ---Facilities Capital Cost of Money (FCCoM)  
 ---blended fee rates as a result of different fee on prime and sub costs

INSTRUCTIONS -- Fill in only the Columns/colors per instructions below. Do not change formulas in white cells. G

- 1 Columns D, E and F are filled in using dollar values from Section B CLINs (at award or from the revision of any ceiling decreases, increases, or realignments). Please try to avoid use of cents in awards or funding.
- 2 Column L is used to obligate/deobligate incremental funding. Continue the formula to create a trail of activity.  
 ---Changing numbers in this block will automatically adjust cost, base/fixed fee and award fee.  
 ---Incremental Funding MUST be obligated/deobligated with proper proportions of cost and fee!
- 3 Column M is ONLY used to deobligate "lost" award fee. Continue the formula to create a trail of activity.  
 ---Note that this amount WILL differ from the "lost" amount from the AFDP primarily driven by the award fee.  
 ---These numbers should be entered as positive; example - enter 20,000 not -20,000
- 4 Column N is ONLY used to deobligate any excess CPAF Funded Cost and Base Fee after completion of the award.  
 ---These numbers should be entered as positive; example - enter 20,000 not -20,000
- 5 Columns C and O are used for Cost Overrun (cost incurred above ceiling which receives NO fee).
- 6 Before each Modification, create a copy of the most current worksheet as a new Tab at the bottom of the workbook.
- 7 modification changes in the new Tab. DO NOT alter anything in the previous modification's worksheet.
- 8 Rename the new tab with the modification number, then input your changes to this new worksheet only.
- 9 Make sure that window in word document is displaying Columns A - K and all rows.
- 10 Do NOT delete any column or row because it will impact the formulas. If you must, right click the column header and select "Delete Column".

TOTAL FUNDED	ADD/REMOVE INCREMENTAL FUNDING	AMOUNT of LOST AWARD FEE	AMOUNT REMOVED from COST & BASE FEE FUNDING after POP (CPAF only)	ADD COST OVERRUN FUNDING
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Base Fee/ Fixed Fee Actual %	Award Fee Actual	Total Fee %
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**AWARD FEE DETERMINATION PLAN (AFDP)  
for  
United States Southern Command (USSOUTHCOM)  
Monitoring, Analysis, Reconnaissance, Logistics, Intelligence, and Network Services  
(MARLINS)**

**Task Order TBD**

**This AFDP is applicable to Period One** *(Dates inserted at Task Order Award (TOA))*

**SECTION 1: INTRODUCTION**

This AFDP provides procedures for evaluating the contractor's performance on the MARLINS Task Order (TO) on a Cost-Plus-Award-Fee (CPAF) basis for TO *(inserted at TOA)*. A Quality Assurance Surveillance Plan (QASP) is required under Federal Acquisition Regulation (FAR) 46.401; this AFDP replaces the QASP for the work performed on a CPAF basis. The AFDP may be revised unilaterally by the Government at any time during the period of performance. The Government will make every attempt to provide changes to the contractor 15 workdays prior to the start of the evaluation period to which the change will apply. The AFDP may be re-evaluated each evaluation period with input from the contractor. The award fee objective for this TO is to afford the contractor the opportunity to earn award fee commensurate with optimum performance:

- a. By providing a workable AFDP with a high probability of successful implementation.
- b. By clearly communicating evaluation procedures that provide effective two-way communication between the contractor and the Government.
- c. By focusing the contractor on areas of greatest importance in order to motivate outstanding performance.

The amount of award fee earned and payable to the contractor for achieving specified levels of performance will be determined by the Award Fee Determination Official (AFDO), with the assistance of the Award Fee Evaluation Board (AFEB), per this AFDP. The maximum award fee payable for any period is 100 percent of the Award Fee Pool Allocation. The contractor may earn all, part, or none of the award fee allocated to an evaluation period.

Standard terms used in the AFDP are:

- a. Award Fee Pool: The maximum Award Fee Pool established at award.
- b. Award Fee Pool Allocation: The amount of the Award Fee Pool that is allocated and potentially earned from the Award Fee Pool for the specific award fee period subject to the AFDP.

## SECTION 2: EVALUATION PERIODS

The Government will evaluate contractor performance every six months to determine the amount of award fee earned and payable to the contractor. Each CPAF labor Contract Line Item Number (CLIN) will contain two distinct six-month Award Fee Evaluation Periods during a twelve-month period. Mid-Period reviews will be scheduled concurrent with in-process reviews, as practicable.

### Award Fee Evaluation Periods

CLIN(s)	PERIOD	Award Fee Evaluation Period Dates (Month Day, Year)
0001	1	<i>specific dates filled-in at TOA</i>
0001	2	<i>specific dates filled-in at TOA</i>
0002	3	<i>specific dates filled-in at TOA</i>
0002	4	<i>specific dates filled-in at TOA</i>
0003	5	<i>specific dates filled-in at TOA</i>
0003	6	<i>specific dates filled-in at TOA</i>
0004	7	<i>specific dates filled-in at TOA</i>
0004	8	<i>specific dates filled-in at TOA</i>
0005	9	<i>specific dates filled-in at TOA</i>
0005	10	<i>specific dates filled-in at TOA</i>

The Award Fee Evaluation Periods may be changed at the unilateral discretion of the Government.



## SECTION 3: AWARD FEE POOL ALLOCATION FORMULA

### 3.1 Maximum Award Fee

The maximum Award Fee Pool for TO (*insert at TOA*), inclusive of CLINs x001 (Labor) and x002 (Aircraft Utilization), over the life of the TO is \$(*amount inserted at TOA*)

The maximum Award Fee Pool Allocation determined for each period will never exceed the matching proportional amount of Award Fee listed in TO Section B CLIN for the applicable period of performance.

### 3.2 Allowable Award Fee Pool Allocation Methods

There are two methods to determine the maximum Award Fee Pool Allocation for each period. The Federal Systems Integration and Management Center (FEDSIM) Contracting Officer (CO) and Contracting Officer's Representative (COR) should determine the best method of award fee allocation prior to the start of each award fee period.

#### 3.2.1 Incurred Cost

Projects with variable levels of effort and surging levels of support shall be based on the incurred cost allocation methodology for the award fee period. Incurred cost data shall be provided by the contractor after the end of the Award Fee Evaluation Period, as calculated and reported by the contractor's approved Cost Accounting System. Incurred cost shall be calculated using approved provisional billing rates, as established in accordance with FAR 42.704, Billing Rates. Invoiced cost shall not be used unless incurred cost is not available.

#### 3.2.2 Planned Value

If there is a consistent budget and level of effort, the FEDSIM CO and COR may elect to switch to the Planned Value Allocation method in subsequent award fee evaluation periods. Prior to the start of an Award Fee Evaluation Period, the AFDP is incorporated into the TO by modification, identifying in Section 4 and Section 8:

- a. Planned Cost for the Award Fee Evaluation Period (Section 4).
- b. Cost Control Criteria (Section 8).
- c. Service Level Agreements (SLAs) on Cost Control encouraging reductions in cost to achieve higher award fee and/or higher return on sale (Section 8).

### 3.3 Prohibited Award Fee Pool Allocation Methods

#### 3.3.1 Funded Cost

Funded cost will inherently exceed incurred cost. Award Fee Pool Allocations based on the funded cost would artificially increase the total effective award fee percentage higher than the negotiated amount at award. Funded cost shall never be utilized.

### **3.3.2 Estimated Cost**

Estimated costs at award will inherently exceed incurred cost. Award Fee Pool Allocations based on the estimated cost would artificially increase the total award fee percentage higher than the negotiated amount at award. Estimated cost shall never be utilized.

### **3.3.3 Equal Distribution**

Equal distribution of the maximum Award Fee Pool inherently deviates from the award fee percentage negotiated at award. Planned value and incurred cost are superior methodologies to provide a consistent and fair Award Fee Pool Allocation. Equal distribution shall never be utilized.

### **3.3.4 Weighted Distribution**

Weighted distribution of the maximum Award Fee Pool inherently deviates from the award fee percentage negotiated at award. Planned Value and Incurred Cost are superior methodologies to provide a consistent and fair Award Fee Pool Allocation that correspond inherently to high levels of effort. Weighted distribution shall never be utilized.

## **3.4 First Award Fee Evaluation Period**

The first Award Fee Evaluation Period for all CPAF awards will default to utilizing incurred cost to determine the Award Fee Pool Allocation. Transition activities inherently introduce level of effort variation. A Planned Value cannot be determined prior to award. In certain circumstances (e.g., when level of effort is consistent), subsequent Award Fee Evaluation Periods may use Planned Value as an alternative.



## SECTION 4: AWARD FEE RESULTS REPORTING

### 4.1 Initial Award Fee Evaluation Period

The Award Fee Results Reporting Table is completed after the end of the first Award Fee Evaluation Period. The fields to be completed are Cost Incurred Amount (\$), Award Fee Pool Allocation Amount (\$), Earned Award Fee Percent (%), Earned Award Fee Amount (\$), and Unearned Award Fee Amount (\$).

### 4.2 Second and Subsequent Award Fee Evaluation Period

The fields to be completed after each Award Fee Evaluation Period are Award Fee Pool Allocation Amount, Earned Award Fee Percent, Earned Award Fee Amount, and Unearned Award Fee Amount. If Planned Value allocation was not used, the default Cost Incurred will be reported at the end of the award fee period.

If the Award Fee Pool Allocation methodology is progressing from Incurred Cost to Planned Value, the Planned Value Amount and the Anticipated Funded Cost shall be recorded in the table below prior to the start of the second evaluation period.

**CLIN X001Award Fee Planned Value/Results Reporting Table**

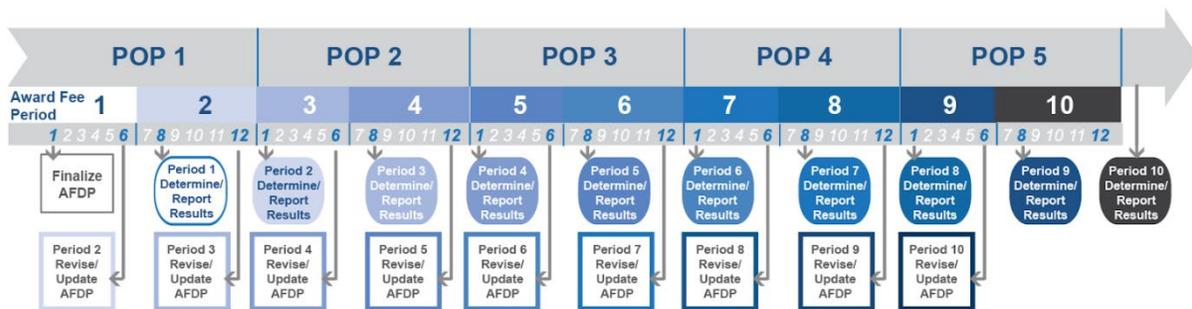
Year	Period	Planned Value Amount (\$)	Anticipated Funded Cost	Cost Incurred Amount (\$)	Award Fee Pool Allocation Amount (\$)	Earned Award Fee Percent (%)	Earned Award Fee Amount (\$)	Unearned Fee Amount (\$)
Base Year	1							
Base Year	2							
Option Year 1	3							
Option Year 1	4							
Option Year 2	5							
Option Year 2	6							
Option Year 3	7							
Option Year 3	8							
Option Year 4	9							
Option Year 4	10							

**CLIN X002 Award Fee Planned Value/Results Reporting Table**

Year	Period	Planned Value Amount (\$)	Anticipated Funded Cost	Cost Incurred Amount (\$)	Award Fee Pool Allocation Amount (\$)	Earned Award Fee Percent (%)	Earned Award Fee Amount (\$)	Unearned Fee Amount (\$)
Base Year	1							
Base Year	2							
Option Year 1	3							
Option Year 1	4							
Option Year 2	5							
Option Year 2	6							
Option Year 3	7							
Option Year 3	8							
Option Year 4	9							
Option Year 4	10							

**Timeline for Updating AFDP and Reporting Results**

**Cost Plus Award Fee Process**



FEDSIM is a Client Support Center housed within GSA, FAS, AAS.

## SECTION 5: AWARD FEE EVALUATION RATINGS

The following table shows the Award Fee Pool Allocation percentage by scores. The definition for each rating adjective is provided below.

**Award Fee Pool Allocation Rating/Percentage**

Adjectival Rating	Percentage of Fee
Excellent	91%-100%
Very Good	76%-90%
Good	51%-75%
Satisfactory	No Greater than 50%
Unsatisfactory	0%

The performance categories, once graded, describe the overall customer satisfaction with the tasks' key indicators. Contained in the ratings is a word picture of standards that allows each Performance Monitor to work from a common grading scale.

### **EXCELLENT**

Contractor has exceeded almost all of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award-fee evaluation period.

### **VERY GOOD**

Contractor has exceeded many of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award-fee evaluation period.

### **GOOD**

Contractor has exceeded some of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award-fee evaluation period.

### **SATISFACTORY**

Contractor has met overall, cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award-fee evaluation period.

### **UNSATISFACTORY**

Contractor has failed to meet overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award-fee evaluation period.

## SECTION 6: ORGANIZATIONAL STRUCTURE OF AWARD FEE DETERMINATION

### 6.1 Award Fee Determination Official (AFDO)

The FEDSIM Group Manager (GM) will serve as the AFDO. The FEDSIM CO will appoint the AFDO in writing.

The AFDO’s responsibilities include:

- a. Approving the AFDP and authorizing any changes to the AFDP throughout the life of the TO.
- b. Approving the members of the AFEB and appointing the AFEB Chairperson.
- c. Reviewing assessments of contractor performance. Feedback coordinated with the AFEB will be provided to the contractor as appropriate during the evaluation period to enhance overall performance and minimize problems.
- d. Determining the amount of award fee the contractor has earned based on its performance during each Award Fee Evaluation Period.

### 6.2 Award Fee Evaluation Board (AFEB)

The AFEB has a Chairperson, Client Representatives, and/or Technical Point(s) of Contact (TPOCs). Other voting members of the AFEB are the FEDSIM COR and representatives from the Client Organization. The FEDSIM CO is a non-voting advisory member of the AFEB. Additional non-voting board members may be Performance Monitors as deemed appropriate by the AFEB Chairperson. The following table provides the title or role of the individuals that are members of the AFEB. Substitutions are permitted in the event of a schedule conflict, subject to approval by the AFEB Chairperson. Attendance of the non-voting members is not required to convene the AFEB.

**AFEB Members**

Board Position	Name and Title
AFEB Chairperson*	<i>Provided at TOA</i>
AFEB Voting Member	<i>Provided at TOA</i>
AFEB Voting Member	<i>Provided at TOA</i>
AFEB Voting Member **	<i>Provided at TOA</i>
AFEB Voting Member **	<i>Provided at TOA</i>
AFEB Voting Member	<i>Provided at TOA</i>
AFEB Non-Voting Member	<i>Provided at TOA</i>
AFEB Non-Voting Member(s)	<i>Provided at TOA</i>

\*The AFEB Chairperson is the FEDSIM COR.

\*\*Optional seats. The AFEB Chairperson may appoint as many AFEB Voting members as desired but must have three voting members in addition to the AFEB Chairperson.

Non-voting members will participate in AFEB assessments of Performance Monitor evaluations and discussions of award fee recommendations. Additionally, non-voting members are allowed to submit written reports on contractor performance to the AFEB for its consideration.

The responsibilities of the AFEB are:

- a. Recommend to the AFDO the specific elements upon which the contractor will be evaluated for each evaluation period.
- b. Request and obtain performance information from Performance Monitors involved in observing contractor performance.
- c. Evaluate the contractor's performance and summarize its findings and recommendations for the AFDO.
- d. Recommend to the AFDO the percentage of award fee available during an evaluation period which the contractor should receive.

### **6.2.1 AFEB Chairperson**

The responsibilities of the AFEB Chairperson are to

- a. Conduct AFEB meetings.
- b. Resolve any inconsistencies in the AFEB evaluations.
- c. Ensure AFEB recommendations to the AFDO are timely and made in accordance with the Award Fee Agreement and this AFDP.
- d. Ensure timely payment of award fee earned by the contractor.
- e. Recommend any changes to the AFDP to the AFDO.
- f. Ensure and have overall responsibility for the proper execution of the AFDP including managing the activities of the AFEB.
- g. Exert overall responsibility for all documents and activities associated with the AFEB.
- h. Maintain the award fee files, including current copy of the AFDP, any internal procedures, Performance Monitors' reports, and any other documentation having a bearing on the AFDO's award fee decisions.

### **6.2.2 Performance Monitors**

Government and TO support personnel will be identified by the AFEB Chairperson as Performance Monitors to aid the AFEB in making its recommendation for award fee. Performance Monitors, responsible for the technical administration of specific tasks issued under the contract, document the contractor's performance against evaluation criteria in assigned evaluation areas(s). The primary responsibilities of the Performance Monitors include:

- a. Monitoring, evaluating, and assessing contractor performance in assigned areas.
- b. Preparing evaluation reports (scorecards) that ensure a fair and accurate portrayal of the contractor's performance.
- c. Recommending changes to the AFDP to the AFEB Chairperson.

These Performance Monitors will submit written reports, as required by the AFEB Chairperson, on the contractor's performance to the AFEB for consideration. Submission of reports will be coordinated through the AFEB Chairperson. Procedures and instructions for the Performance Monitors regarding midterm and final evaluations are provided below. The final report will be comprehensive and will be completed and submitted to the AFEB Chairperson in a timely manner.

*FEDSIM is a Client Support Center housed within GSA, FAS, AAS.*

## SECTION 7: AWARD FEE DETERMINATION PROCESS

The contractor shall begin each evaluation period with zero percent of the available award fee and earn award fee based on performance during the evaluation period.

### 7.1 Monitoring and Assessing Performance

The AFEB Chairperson will assign Performance Monitors for the major performance areas. The Performance Monitors will be selected on the basis of expertise in the prescribed performance areas and/or association with specific technical tasks. The AFEB Chairperson may assign and change Performance Monitors' assignments at any time without notice to the contractor. The AFEB Chairperson will ensure that each Performance Monitor and board member has a copy of the TO and all modifications, the AFDP, and all changes and specific instructions for assigned areas.

Performance Monitors will conduct assessments of the contractor performance in their assigned areas. Feedback coordinated with the AFEB Chairperson will be provided to the contractor as appropriate during the evaluation period to enhance overall performance and minimize problems.

#### 7.1.1 Instructions for Performance Monitors

Performance Monitors will maintain a periodic written record of the contractor's performance, including inputs from other Government personnel, in the evaluation areas of responsibility. Performance Monitors will retain informal records used to prepare evaluation reports for 12 months after the completion of an evaluation period to support any inquiries made by the AFDO. Performance Monitors will conduct assessments in an open, objective, and cooperative spirit, so that a fair and accurate evaluation is made. Performance Monitors will make every effort to be consistent from period to period in their approach to determine recommended ratings. Positive accomplishments should be emphasized just as readily as negative ones.

- a. Performance Monitors will prepare midterm and final evaluation reports for each evaluation period during which they are Performance Monitors. The final reports will be more comprehensive than the midterm reports. The reports, at a minimum, will contain the following information:
  1. The criteria and methods used to evaluate the contractor's performance during the evaluation period.
  2. The technical, economic, and schedule environment under which the contractor was required to perform. What effect did the environment have on the contractor's performance?
  3. The contractor's major strengths and weaknesses during the evaluation period. Give examples of the contractor performance for each strength and weakness listed. Also provide the reference in the specification, statement of work, data requirement, TO, etc., that relates to each strength or weakness.
  4. A recommended rating for the evaluation period using the adjectives and definitions set forth in this AFDP. Provide concrete examples of the contractor's performance to support the recommended rating.

## **7.2 Exclusions**

Throughout the entire evaluation period, the contractor shall present and document any exclusion to the period of performance, due to circumstances beyond the control of the contractor, to the AFEB Chairperson within ten days of the end of the award fee period. The Performance Monitors should present the exclusions (if any) to the AFEB. If necessary, the AFEB will ask the contractor to present its case. The AFEB, in conjunction with the FEDSIM CO, will make a unilateral decision as to the exclusion from the evaluation.

## **7.3 Contractor Monthly Performance Reports**

The contractor shall prepare Monthly Performance Reports that contain data that can be used to compare against the Performance Standards stated in this AFDP. All Monthly Performance Reports, including the raw data, shall be provided to the designated Performance Monitors.

Performance Monitors will collect the Monthly Performance Reports from the contractor; they will review and analyze the reports for accuracy and, if required, provide an oral or written summary to the AFEB.

## **7.4 Midterm Evaluation Procedures**

The purpose of the midterm evaluation is to provide the contractor a quick, concise, interim Government review of contractor performance and an opportunity to improve its performance prior to the determination of award fee earned at the end of the evaluation period. No award fee is paid based on midterm evaluations.

## **7.5 Final Evaluation Reports**

The Performance Monitors will provide evaluations for the entire six-month evaluation period. Performance Monitors will submit final evaluation reports after the end date of the evaluation period to the AFEB Chairperson.

## **7.6 Contractor Self-Evaluation Presentation**

The contractor may prepare a written self-assessment against the AFDP, along with the option of presenting the results to the AFEB upon request. This presentation should last no longer than one hour. A subsequent question and answer session is permissible, if necessary.

## **7.7 AFEB Meeting and Memorandum to the AFDO**

After receipt of the contractor's self-evaluation, the AFEB will meet and evaluate all performance information it has obtained. The AFEB will review the Performance Monitors' reports and prepare an Award Fee Evaluation Report. The Award Fee Evaluation Report will be a memorandum to the AFDO with the AFEB's recommendation.

## **7.8 AFEB Final Report**

After meeting with the contractor, the AFEB will finalize the report and present it to the AFDO. The report will recommend the award fee amount and any unresolved contractor issues to the AFDO.

## **7.9 Issuing Award Fee Determination Report**

The AFDO will consider the final AFEB report and ensure compliance with the AFDP. The AFDO may accept, reject, or modify the AFEB recommendation. The AFDO will make the final determination of the award fee earned during the period. The AFDO's determination of the amount of award fee earned and the basis of the determination will be stated in an Award Fee Determination Report and forwarded to the FEDSIM CO for the TO file via modification.

## **7.10 Award Fee Determination Notice**

Within 45 calendar days of the end of the Award Fee Period, the FEDSIM CO will prepare this notice to the contractor stating the amount of the award fee earned for the evaluation period. The contractor shall invoice after accepting the modification including the award fee determination and any corresponding deobligation of unearned fee.

## **7.11 Failure to Conduct Timely Award Fee Determinations**

If the Government fails to complete the Award Fee Determination in the timeframe specified in Section 7.10 for two consecutive periods, the Government may convert the CPAF CLINs for the remaining periods of performance to Cost-Plus-Fixed-Fee (CPFF). The CPFF type will be term. The contract type conversion and fixed fee amount will be subject to negotiation (limited by any applicable statutory and regulatory maximum of ten percent).

## SECTION 8: EVALUATION CRITERIA AND WEIGHTS

The AFDP consists of award-fee provisions for four distinct areas. The award-fee areas are broken down as follows:

### Award Fee Areas

Weight	Evaluation Criteria
40%	Criteria 1 – Transition-In
10%	Criteria 2 – Program Management and Communication
40%	Criteria 3 – Technical Performance
10%	Criteria 4 – Financial Management and Cost Control
100%	Total

The criteria and weights provided above and discussed in detail below are guidelines to be used in evaluating these areas to determine the appropriate award fee. The criteria and relative percentages may be adjusted for subsequent award fee periods. Members of the AFEB and working group will use the following examples of criteria to evaluate the contractor’s performance during each Award Fee Evaluation Period.

SLAs and other subjective criteria may be revised for subsequent award fee periods. Those future SLAs will be developed jointly by the contractor and Government and may replace some or all of the criteria listed below. The Government has the final responsibility for determining which SLAs will be incorporated.

#### 8.1 Criteria 1: Transition-In (40%)

- a. How effective was the contractor in executing its Transition-In Plan?
- b. How effective was the contractor in capturing knowledge and coordinating activities with the outgoing contractor?
- c. How effective was the contractor in reaching full staffing levels and on-boarding staff (including, but not limited to, badging, completion of mandatory training, and requests for network access)?
- d. How effective was the contractor in proactively ensuring lapses in service did not occur and moving toward a steady operational state across the Task Order while managing Transition-In activities?

#### 8.2 Criteria 2: Program Management and Communication (10%)

- a. How effective and proactive was the contractor in communicating activities, challenges, and operational status updates to appropriate Government personnel across the Task

Order? How effective was the contractor at proactively providing alternatives to meet changing or surge requirements?

- b. How effectively did the contractor take ownership of issues and push towards resolution?
- c. How effective has the contractor performed in ensuring there were no client concerns/issues, and, when presented, how effective and timely was the contractor in resolving the concerns/issues?
- d. Did the contractor proactively identify and mitigate or avoid programmatic risks and problems?
- e. How effectively did the contractor utilize small business subcontractors?

### **8.3 Criteria 3: Technical Performance (40%)**

- a. How effective was the contractor in taking corrective actions on any identified performance issues? Did the contractor proactively identify and mitigate or avoid technical performance risks and problems?
- b. How effective was the contractor at meeting TO requirements to include, but not limited to, deliverable due dates, schedules, and timelines? In addition, were the deliverables and documentation accurate, complete and produced at the desired level of quality? Did the contractor use industry best standards and proven methodologies?

### **8.4 Criteria 4: Financial Management and Cost Control (10%)**

- a. How accurate were the contractor's cost estimates, how efficient and effective were the contractor's plans for use of contractor and Government resources, and how well did actual usage of resources met those plans?
- b. How well did the contractor manage costs, and how effective were the contractor's proposed cost mitigation strategies?
- c. How complete, timely, and accurate were the contractor's invoices, including the timeliness of charges and lagging subcontractor costs, and how well did the invoices meet the TO requirements?



## APPENDIX 1: AFEB Summary Evaluation Report

Date:

AFEB Chairperson Name:

Award Fee Period: *(insert from date)* \_\_\_\_\_ – *(insert to date)* \_\_\_\_\_  
*(Attach additional pages, supporting data, etc. as needed.)*

Criteria 1 – Transition-In: Rating Adjective/Performance Points

Discussion:

Strengths:

Weaknesses:

Criteria 2 – Program Management and Communication: Rating Adjective/Performance Points

Discussion:

Strengths:

Weaknesses:

Criteria 3 – Technical Performance: Rating Adjective/Performance Points

Discussion:

Strengths:

Weaknesses:

Criteria 4 – Financial Management and Cost Control: Rating Adjective/Performance Points

Discussion:

Strengths:

Weaknesses:

Award fee rating recommended for this evaluation criteria and period of performance with recommended percentage earned.

AFEB Chairperson Signature: \_\_\_\_\_



## APPENDIX 2: AFEB Evaluator’s Report

Instructions: Evaluators are requested to use bulleted format for submitting strengths, weaknesses, and recommendations. Also, evaluators are encouraged to attach additional sheets, supporting data, etc. for the final report.

Date:

Evaluator Name and Title:

Award Fee Period: *(insert from date)* \_\_\_\_\_ – *(insert to date)* \_\_\_\_\_

Evaluator’s Primary Task Area(s) (check all that apply):

<input type="checkbox"/>	Criteria 1 – Transition-In
<input type="checkbox"/>	Criteria 2 – Program Management and Communication
<input type="checkbox"/>	Criteria 3 – Technical Performance
<input type="checkbox"/>	Criteria 4 – Financial Management and Cost Control

Note: Evaluators are NOT limited to evaluating only their own task areas. Experiences in other areas should also be evaluated. However, please indicate in the boxes above your primary area(s) of responsibility.

Special circumstances during this period and the impact:

a.

Strengths of the contractor’s performance:

a.

b.

Weaknesses in the contractor’s performance (with examples and contract references):

a.

Impact of the contractor’s performance on execution of the program:

a.

Corrective actions recommended, if any:

a.

Award fee rating recommended for this evaluation criteria and period of performance (with supporting examples):

a.

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ATTACHMENT E  
PROBLEM NOTIFICATION REPORT (PNR)**

<b>Task Order Number:</b>	GSQ00XXXXXXXX
<b>FEDSIM COR was verbally notified on:</b>	[Notify the FEDSIM COR as soon as it becomes apparent that a scheduled delivery will be late.]
<b>Date PNR Submitted:</b>	[insert Month Day, Year]

<b>Nature and Source of Problem:</b>
[Provide a detailed description of the nature and source of the problem. Attach additional pages, if necessary.]
<b>Is action required by the Government?</b>
Yes/No [If Yes, describe Government action required and date required.]
<b>Will the problem impact delivery schedule?</b>
Yes/No [If Yes, identify which deliverables will be affected and extent of the delay, the rationale for late delivery, and overall project impact.]
<b>Can required delivery be brought back on schedule?</b>
Yes/No [Explain]
<b>Describe corrective action needed to resolve problems:</b>
[Provide a detailed description of corrective action needed to resolve the problem. Attach additional pages, if necessary.]
<b>When will corrective action be completed?</b>
[Provide the new delivery schedule and anticipated completion date.]
<b>Are increased costs anticipated?</b>
Yes/No [If Yes, identify the amount and nature of the increased costs anticipated and define Government responsibility for problems and costs.]



**ATTACHMENT F  
MONTHLY STATUS REPORT FOR (INSERT MONTH AND YEAR)**

Contractor Name:	
Task Order Number:	
Report Prepared by:	
Reporting Period:	From: [Month Day, Year] To: [Month Day, Year]

- a. Activities during the reporting period, by task (include ongoing activities, new activities, activities completed, and progress to date on all activities). Each section shall start with a brief description of the task. This includes a list of all deliverables delivered during this period and status of Government approval.
- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Personnel gains, losses, and status (security clearance, etc.).
- d. Government actions required.
- e. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- f. Summary of trips taken, conferences attended, etc. (attach Trip Reports to the MSR for reporting period).
- g. Financial status:
  1. Costs incurred at the TDL and CLIN level, broken out by prime contractor, subcontractor(s), and teaming partner(s), through the previous month.
  2. Costs invoiced at the TDL and CLIN level, broken out by prime contractor, subcontractor(s), and teaming partner(s), through the previous month.
  3. Projected costs to be incurred at the TDL and CLIN level, broken out by prime contractor, subcontractor(s), and teaming partner(s), for the current month.
- h. Recommendations for changes, modifications, or improvements to tasks or processes.
- i. Changes to the PMP.



## ATTACHMENT G TRIP REPORT TEMPLATE

<b>Trip Report Date:</b>	[Trip Report shall be completed within 15 workdays following completion of each trip (unless specified otherwise in Section F).]	
<b>Project Name:</b>	Monitoring, Analysis, Reconnaissance, Logistics, Intelligence, and Network Services (MARLINS)	
<b>Task Order Number:</b>	GSQ00XXXXXXXX	
<b>Name of Traveler</b>	[Provide First and Last name of Traveler]	
<b>Location of Travel</b>	<b>From:</b> [Origin]	<b>To:</b> [Destination]
<b>Duration of Trip</b>	<b>From:</b> [insert Month Day, Year]	<b>To:</b> [insert Month Day, Year]
<b>Point of Contact (POC) at Travel Location</b>	[Provide First and Last name of POC]	
<b>Government Approval Authority Received</b>	[Provide Travel Authorization Request (TAR) Number]	
<b>Total Cost of the Trip</b>	\$	

<b>Purpose of the Trip</b>
[Provide a detailed description of the purpose of the trip. Attach additional pages, if necessary.]
<b>Knowledge Gained</b>
[Provide a detailed description of any knowledge gained. Attach additional pages, if necessary.]
<b>Comments, Conclusions, Action Items:</b>
[Provide any additional comments, conclusions, or action items. Attach additional pages, if necessary.]



**ATTACHMENT H  
DELIVERABLE ACCEPTANCE/REJECTION FORM**

To MARLINS COR:

Please review the deliverable identified below, provide any comments in the space provided or on an attached form, and sign and date. Comments are due by *(insert Month Day, Year)*.

Deliverable Name:	
Agency Name:	
Project Name:	
FEDSIM Task Order/ Contract Number:	
FEDSIM Project Number:	
Deliverable Due Date:	
Applicable Data Rights	Unlimited Rights, per DFARS 252.227-7013

I have reviewed the aforementioned document and have:

- Accepted without comments
- Accepted with comments
- Rejected with comments

<b>COMMENTS:</b>

The parties agree that the deliverable is delivered to the Government with the following data rights:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **ATTACHMENT K ORGANIZATIONAL CONFLICT OF INTEREST (OCI) STATEMENT**

The offeror and each subcontractor, consultant, and/or teaming partner shall complete and sign an Organizational Conflict of Interest (OCI) Statement. All information pertaining to OCI is outlined in Section L.5.2.2.

The contractor shall represent either that:

1. It is not aware of any facts that create any actual or potential OCI relating to the award of this contract, or
2. It has included information in its proposal, providing all current information bearing on the existence of any actual or potential OCI.

If a contractor with an actual or potential OCI believes the conflict can be avoided, neutralized, or mitigated, the contractor shall submit a copy of the existing mitigation plan from the relevant awarded contract(s) to the Government for review.

Definition: FAR 2.101 “Organizational conflict of interest” means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person’s objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

### SAMPLE 1 – OFFEROR OCI STATEMENT

The following is an example of the OCI statement that each offeror shall complete and sign. All information pertaining to OCI is outlined in Section L.5.2.2.

*(Insert Offeror Name)* is responding to Task Order Request (TOR) 47QFCA21R0012 for services supporting the *(Insert Client Agency's Task Order requirement)*. In accordance with solicitation Section L.5.2.2, *(Inset Offeror Name)* has reviewed the requirements of the TOR and the Federal Acquisition Regulation (FAR) Subpart 9.5.

*(Insert Offeror Name)* is not aware of any facts which create any actual or potential OCI relating to the award of this contract. *(Insert Offeror Name)* agrees to immediately disclose all information concerning any actual or potential OCI during the performance of the Task Order.

*Insert Offeror Name*

\_\_\_\_\_  
*Insert Offeror Point of Contact (POC) Name\**

\_\_\_\_\_  
Date

\_\_\_\_\_  
*POC Title*

\*Person must have the authority to bind the company.

**SAMPLE 2 – SUBCONTRACTOR, CONSULTANT, TEAMING PARTNER OCI  
STATEMENT**

The following is an example of the OCI statement that each subcontractor, consultant, and teaming partner shall complete and sign. All information pertaining to OCI is outlined in Section L.5.2.2.

*(Insert Company Name)* is participating as a subcontractor to *(Insert Offeror Name)* in response to Task Order Request (TOR) 47QFCA20RXXXX for services supporting the *(Insert Client Agency’s Task Order requirement)*. In accordance with solicitation Section L.5.2.2, *(Insert Company Name)* has reviewed the requirements of the TOR and the Federal Acquisition Regulation (FAR) Subpart 9.5.

*(Insert Company Name)* is not aware of any facts which create any actual or potential OCI relating to the award of this contract. *(Insert Company Name)* agrees to immediately disclose all information concerning any actual or potential OCI during the performance of the Task Order.

*Subcontractor, Consultant, Teaming Partner*

\_\_\_\_\_  
*Point of Contact (POC) Name\**

\_\_\_\_\_  
Date

\_\_\_\_\_  
*POC Title*

\*Person must have the authority to bind the company.



**NON-DISCLOSURE AGREEMENT (NDA)  
BETWEEN  
U.S. GENERAL SERVICES ADMINISTRATION (GSA)  
FEDERAL SYSTEMS INTEGRATION AND MANAGEMENT CENTER (FEDSIM)  
AND  
[CONTRACTOR]**

This agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20XX (the “Effective Date”), is by and between GSA and [CONTRACTOR].

**WHEREAS**, [CONTRACTOR] and GSA FEDSIM have entered into Contract Number [INSERT], Task Order Number [INSERT] for services supporting USSOUTHCOM MARLINS;

**WHEREAS**, [CONTRACTOR] is providing [DESCRIPTION (e.g., consulting/professional IT, engineering)] services under the Task Order;

**WHEREAS**, the services required to support USSOUTHCOM MARLINS involve certain information which the Government considers to be “Confidential Information”<sup>1</sup> as defined herein;

**WHEREAS**, GSA desires to have [CONTRACTOR]’s support to accomplish the Task Order services and, therefore, must grant access to the Confidential Information;

**WHEREAS**, [CONTRACTOR] through its work at a Government site may have access to Government systems or encounter information unrelated to performance of the Task Order which also is considered to be Confidential Information as defined herein;

**WHEREAS**, GSA on behalf of USSOUTHCOM desires to protect the confidentiality and use of such Confidential Information;

**NOW, THEREFORE**, for and in consideration of the mutual promises contained herein, the parties agree as follows:

- 1. Definitions.** “Confidential Information” shall mean any of the following: (1) “contractor bid or proposal information” and “source selection information” as those terms are defined in 41 U.S.C. § 2101; (2) the trade secrets or proprietary information of other companies; (3) other information, whether owned or developed by the Government, that has not been previously made available to the public, such as the requirements, funding or budgeting data of the Government; and *for contracts/orders providing acquisition assistance*, this term specifically includes (4) past performance information, actual/proposed costs, overhead rates, profit, award fee determinations, contractor employee data of offerors/contractors, methods or procedures used to evaluate performance, assessments, ratings or deliberations developed in an evaluation process, the substance of any discussions or deliberations in an evaluation process, and any recommendations or decisions of the Government unless and until such decisions are publicly announced. This term is limited to unclassified information.
- 2. Limitations on Disclosure.** [CONTRACTOR] agrees (and the [CONTRACTOR] Task Order personnel must agree by separate written agreement with [CONTRACTOR]) not to distribute,

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<sup>1</sup> This does not denote an official security classification.

disclose or disseminate Confidential Information to unauthorized personnel under the Task Order.

3. **Agreements with Employees and Subcontractors.** [CONTRACTOR] will require its employees and any subcontractors or subcontractor employees performing services for this Task Order to sign non-disclosure agreements obligating each employee/subcontractor employee to comply with the terms of this agreement. [CONTRACTOR] shall maintain copies of each agreement on file and furnish them to the Government upon request.
4. **Statutory Restrictions Relating to Procurement Information.** [CONTRACTOR] acknowledges that certain Confidential Information may be subject to restrictions in Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. § 2104), as amended, and disclosures may result in criminal, civil, and/or administrative penalties. In addition, [CONTRACTOR] acknowledges that 18 U.S.C. § 1905, a criminal statute, bars an employee of a private sector organization from divulging certain confidential business information unless authorized by law.
5. **Limitations on Use of Confidential Information.** [CONTRACTOR] may obtain Confidential Information through performance of the Task Order orally or in writing. These disclosures or this access to information is being made upon the basis of the confidential relationship between the parties and, unless specifically authorized in accordance with this agreement, [CONTRACTOR] will:
  - a. Use such Confidential Information for the sole purpose of performing the USSOUTHCOM MARLINS support requirements detailed in the Task Order and for no other purpose;
  - b. Not make any copies of Confidential Information, in whole or in part;
  - c. Promptly notify GSA in writing of any unauthorized misappropriation, disclosure, or use by any person of the Confidential Information which may come to its attention and take all steps reasonably necessary to limit, stop or otherwise remedy such misappropriation, disclosure, or use caused or permitted by a [CONTRACTOR] employee.
6. **Duties Respecting Third Parties.** If [CONTRACTOR] will have access to the proprietary information of other companies in performing Task Order support services for the Government, [CONTRACTOR] shall enter into agreements with the other companies to protect their information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished. [CONTRACTOR] agrees to maintain copies of these third party agreements and furnish them to the Government upon request in accordance with 48 C.F.R. § 9.505-4(b).
7. **Notice Concerning Organizational Conflicts of Interest.** [CONTRACTOR] agrees that distribution, disclosure or dissemination of Confidential Information (whether authorized or unauthorized) within its corporate organization or affiliates, may lead to disqualification from participation in future Government procurements under the organizational conflict of interest rules of 48 C.F.R. § 9.5.
8. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any prior or contemporaneous oral or written representations with regard to protection of Confidential Information in performance of the subject Task Order. This Agreement may not be modified except in writing signed by both parties.



**9. Governing Law.** The laws of the United States shall govern this agreement.

**10. Severability.** If any provision of this Agreement is invalid or unenforceable under the applicable law, the remaining provisions shall remain in effect.

In accordance with Public Law No. 108-447, Consolidated Act, 2005, the following is applicable:

These restrictions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by Executive Order No. 12958; section 7211 of title 5, United States Code (governing disclosures to Congress); section 1034 of title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); section 2302(b)(8) of title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including sections 641, 793, 794, 798, and 952 of title 18, United States Code, and section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. 783(b)). The definitions, requirements, obligations, rights, sanctions, and liabilities created by said Executive order and listed statutes are incorporated into this agreement and are controlling.

**11. Beneficiaries.** If information owned by an individual or entity not a party to this agreement is disclosed or misappropriated by [*CONTRACTOR*] in breach of this agreement, such information owner is a third party beneficiary of this agreement. However, nothing herein shall create an independent right of action against the U.S. Government by any third party.

IN WITNESS WHEREOF, GSA and [*CONTRACTOR*] have caused the Agreement to be executed as of the day and year first written above.

UNITED STATES GENERAL SERVICES ADMINISTRATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer

[*CONTRACTOR*]

\_\_\_\_\_  
Name\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\*Person must have the authority to bind the company.



## TRAVEL AUTHORIZATION REQUEST (TAR)

**Contractor:**  
**Client:**

**TAR Number:**  
**Date:**  
**Project Name:**  
**Project/Interagency Agreement (IA) Number:**  
**Associated Line of Accounting:**  
**Task Order Number:**

<b>TO:</b>	<i>(Insert First and Last Name)</i> , FEDSIM Contracting Officer Representative (COR)	<b>CLIN X00X VALUE:</b>	<b>\$</b>	<b>-</b>	<b>Last Invoice Submitted:</b>
		<b>CUMULATIVE AMOUNT BILLED:</b>	<b>\$</b>	<b>-</b>	
<b>FROM:</b>	<i>(Insert First and Last Name of requestor)</i>	<b>CURRENT CLIN X00X BALANCE:</b>	<b>\$</b>	<b>-</b>	
<b>THROUGH:</b>	<i>(Insert client organization and First and Last Name)</i> Technical Point of Contact (TPOC)	<b>TAR ESTIMATE:</b>	<b>\$</b>	<b>-</b>	
		<b>NEW CLIN X00X BALANCE:</b>	<b>\$</b>	<b>-</b>	
<b>SUBJECT:</b>	Travel Authorization Request # <i>(insert number)</i>				
<b>DATE:</b>	<i>(Insert date)</i>				



**PURPOSE/JUSTIFICATION OF REQUEST:**

**Traveler:**

Name	Company

**Travel Itinerary:**

Departure:	Date	Origin/Destination	Return:	Date	Origin/Destination
Leave			Leave		
Arrive			Arrive		
Leave			Leave		
Arrive			Arrive		

	Estimated Cost
<b>Travel (CLIN X00X)</b>	\$ -
Airfare: @	\$ -
Per Diem: @	\$ -
Hotel: @	\$ -
Other: <i>(insert as appropriate; i.e. car rental)</i>	\$ -
<b>Other Direct Costs (CLIN X00X)</b>	
<i>(Insert as appropriate)</i>	\$ -
<b>Subtotal Amount</b>	\$ -



<b>Indirect Handling Cost</b>	\$ -
<b>General &amp; Administrative (G&amp;A) Cost</b>	\$ -
<b>Total Travel Cost (CLIN X00X)</b>	\$ -
<b>Total ODC Cost (CLIN X00X)</b>	\$ -
<b>Total Trip Cost NTE</b>	\$ -

**Remarks:**

The estimated cost of travel must represent the contractor's best estimate. The amount obligated for this line item may be increased unilaterally by the Government if such action is deemed advantageous. Travel costs shall be reimbursed in accordance with Federal Travel Regulations (FTR), Joint Travel Regulations (JTR), or the Department of State Standardized Regulations (DSSR). Please note that a separate TAR should be submitted for each individual traveler.

Please contact me at (area code) 000-0000 (*insert requestor's phone number*) if you have any concerns or questions.

Contractor Requestor:		FEDSIM COR Approval:		MARLINS TPOC Acceptance:	
Signature	Date	Signature	Date	Signature	Date

**TRAVEL AUTHORIZATION REQUEST (TAR)**

<b>Contractor:</b>	<b>TAR Number:</b>
<b>Client:</b>	<b>Date:</b>
	<b>Project Name:</b>
	<b>Project/IA Number:</b>
	<b>Associated Line of Accounting:</b>
	<b>Task Order Number:</b>

<b>TO:</b>	<i>(Insert First and Last Name)</i> , FEDSIM Contracting Officer Representative (COR)	<b>CLIN X00X VALUE:</b>	\$	<b>Last Invoice submitted:</b>	-
		<b>CUMULATIVE AMOUNT</b>			
		<b>BILLED:</b>	\$		-
<b>FROM:</b>	<i>(Insert First and Last Name of requestor)</i>	<b>CURRENT CLIN X00X</b>			
<b>THROUGH:</b>	<i>(Insert client organization and First and Last Name)</i> Technical Point of Contact (TPOC)	<b>BALANCE:</b>	\$		-
		<b>TAR ESTIMATE:</b>	\$		-
<b>SUBJECT:</b>	Travel Authorization Request # <i>(insert number)</i>	<b>NEW CLIN X00X BALANCE:</b>	\$		-
<b>DATE:</b>	<i>(Insert date)</i>				

**PURPOSE/JUSTIFICATION OF REQUEST:**

--

Travelers:	Names	Company

**Travel Itinerary:**

Departure:	Date	Origin/Destination		Return:	Date	Origin/Destination
Traveler 1 <i>(insert name)</i> , Leave				Leave		

Traveler 1 ( <i>insert name</i> ), Arrive			Arrive		
Traveler 2 ( <i>insert name</i> ), Leave			Leave		
Traveler 2 ( <i>insert name</i> ), Arrive			Arrive		

	Estimated Cost
<b>Travel (CLIN X00X)</b>	\$ -
Airfare: @	\$ -
Per Diem: @	\$ -
Hotel: @	\$ -
Other: i.e. car rental	\$ -
<b>Other Direct Costs (CLIN X00X)</b>	
<i>(Insert as appropriate)</i>	\$ -
<b>Subtotal Amount for Traveler #1 (<i>Insert name</i>)</b>	\$ -
<b>Travel (CLIN X00X)</b>	\$ -
Airfare: @	\$ -
Per Diem: @	\$ -
Hotel: @	\$ -
Other: <i>(insert as appropriate (i.e., car rental))</i>	\$ -
<b>Other Direct Costs (CLIN X00X)</b>	
<i>(Insert as appropriate)</i>	\$ -
<b>Subtotal Amount for Traveler #2 (<i>Insert name</i>)</b>	\$ -
<b>Subtotal Amount for all Travelers</b>	\$ -
<b>Indirect Handling Cost</b>	\$ -
<b>General &amp; Administrative (G&amp;A) Cost</b>	\$ -
<b>Total Travel Cost (CLIN X00X)</b>	\$ -
<b>Total ODC Cost (CLIN X00X)</b>	\$ -
<b>Total Trip Cost NTE</b>	\$ -

**Remarks:**

The estimated cost of travel must represent the contractor's best estimate. The amount of obligated for this line item may be increased unilaterally by the Government if such action is deemed advantageous. Travel costs shall be reimbursed in accordance with **Federal Travel Regulations (FTR)**, **Joint Travel Regulations (JTR)**, or the **Department of State Standardized Regulations (DSSR)** (*choose appropriate one(s)*). Please note that a separate TAR should be submitted for each individual traveler.

Please contact me at (area code) 000-0000 (*insert requestor's phone number*) if you have any concerns or questions.





**REQUEST TO INITIATE PURCHASE (RIP) FOR EQUIPMENT, MATERIALS, OTHER DIRECT COSTS  
(ODCs), AND/OR SERVICES**

*If the prime contractor has an approved purchasing system, the contractor shall prepare and submit a RIP to be reviewed and signed by the FEDSIM COR.*

**Contractor:**  
**Client:**

**RIP Number:**  
**Date:**  
**Project Name:**  
**Project/Interagency  
Agreement (IA)  
Number:**  
**Associated Line of  
Accounting:**  
**Task Order Number:**

<b>TO:</b>	<i>(Insert First and Last Name)</i> , FEDSIM Contracting Officer's Representative (COR)	<b>CLIN X00X VALUE:</b>	\$	-	<b>Last Invoice Submitted:</b>
<b>FROM:</b>	<i>(Insert First and Last Name of requestor)</i>	<b>CUMULATIVE AMOUNT BILLED:</b>	\$	-	
<b>THROUGH:</b>	<i>(Insert client organization and First and Last Name)</i> , Technical Point of Contact (TPOC)	<b>CURRENT CLIN X00X BALANCE:</b>	\$	-	
<b>SUBJECT:</b>	Request to Initiate Purchase # <i>(insert number)</i>	<b>RIP ESTIMATE:</b>	\$	-	
<b>DATE:</b>	<i>(Insert Month Date, Year)</i>	<b>NEW CLIN X00X BALANCE:</b>	\$	-	



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**PURPOSE/JUSTIFICATION OF REQUEST:**

--

**ESTIMATED PURCHASE COST:**

<b>Item:</b> <i>(insert item(s))</i>		
<b>Item Cost</b>	\$	-
<b>Indirect costs authorized by the Task Order</b> <i>(insert as appropriate)</i>	\$	-
<b>Total Not to Exceed (NTE) cost</b>	\$	-



All equipment, materials, and ODCs listed above shall be purchased in accordance with Task Order requirements, applicable Federal Acquisition Regulation (FAR) and/or Defense Federal Acquisition Regulation Supplement (DFARS) clauses, and approved purchasing procedures. The contractor shall ensure that the prices quoted are fair and reasonable at the time of submission and are in the best interest of the Government. The contractor shall ensure the amount of the request does not exceed the funding obligated to the applicable CLIN on this Task Order. All equipment, materials, and ODCs shall become the property of the Government and shall be regarded as Government Furnished Property (GFP), and unless otherwise instructed by the Contracting Officer in writing, shall be used only in performance of this Task Order. For any commercial software or online offering (e.g. SaaS) offered under commercial terms and conditions, the COR's signature on this RIP confirms (1) that the contractor has provided the terms and conditions for the Government's review and has assisted the Government, if and when requested, in negotiating with the licensor, and (2) the terms and conditions are acceptable to the Government.

As defined in FAR 52.204-25 and prohibited in Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232), the contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

Please contact me at (000) 000-0000 (*insert requestor's phone number*) if you have any concerns or questions.

FEDSIM COR Approval:

Signature

Date



## CONSENT TO PURCHASE PARTS/TOOLS/ODCs AND/OR SERVICES (CTP)

Industry Partner:

Client:

TOOL#:

Date:

Project Name:

Project/IA#:

Contract/Task Order:

If the prime contractor does not have an approved purchasing system, the contractor will prepare and submit a Consent to Purchase (CTP), to be reviewed by the COR and signed by the CO.

TO: FEDSIM Contracting Officer Representative

FROM: *Insert Requestor Name*

THROUGH: *Insert Client POC*

SUBJECT: Consent to purchase #

CLIN # VALUE:

CUM AMT BILLED:

BALANCE:

CTP ESTIMATE:

BALANCE:

Last Inv submitted:

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Client Point of Contact:

PURPOSE/JUSTIFICATION OF REQUEST:

*The purpose of this request is to*

Description of supplies or services (FAR 52.244-2(e)(1)(i)):

Type of subcontract (FAR 52.244-2(e)(1)(ii)):

Propose subcontractor (FAR 52.244-2(e)(1)(iii)):

Below is the estimated cost of purchase (FAR 52.244-2(e)(1)(iv)):



<b>ITEM</b>	
<b>Tool (CLIN #):</b>	
Cost to Government: @#	\$ -
Fee	\$ -
<b>General &amp; Administrative (G&amp;A) Cost</b>	\$ -
<b>Total Cost NTE:</b>	\$ -

All material listed above shall be purchased in accordance with Task Order requirements and regulations contained in FAR 52.244-2 approved purchasing procedures. The contractor shall ensure that the prices quoted are fair and reasonable at the time of submission and are in the best interest of the government. The contractor shall ensure the amount of the request does not exceed the funding obligated to the applicable CLIN on this Task Order. All materials shall become the property of the Government and shall be regarded as Government Furnished Property (GFP), and unless otherwise instructed by the Contracting Officer in writing, shall be used only in performance of this Task Order. For any commercial software or online offering (e.g. SaaS) offered under commercial terms and conditions, the COR's signature on this CTP confirms (1) that the contractor has provided the terms and conditions for the Government's review and has assisted the Government, if and when requested, in negotiating with the licensor, and (2) the terms and conditions are acceptable to the Government.

It is the responsibility of the Industry Partner to ensure that the prices quoted are fair and reasonable at the time of submission and are in the best interest of the client. The Industry Partner is to furnish price quotes for hardware and software purchases.

As defined in FAR 52.204-25 and prohibited in Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232), the contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

The following documents are attached (as necessary):

- 1) Subcontractor's certified cost or pricing data as required in FAR 52.244-2(e)(1)(v)
- 2) Subcontractor's Disclosure Statement or Certification relating to Cost Accounting Standards as required in FAR 52.244-2(e)(1)(vi)
- 3) Negotiation memo as required in FAR 52.244-2(e)(1)(vii)

Please contact me at (000) 000-0000 if you have any concerns or questions.

FEDSIM CO Approval:



---

Signature

Date

**OASIS LCAT CROSSWALK**

This document crosswalks over 1,000 job titles found in industry whose industry job description for that title compares favorably with specific Office of Management and Budget (OMB) Standard Occupational Classification (SOC) system occupations. The table maps each industry title to the OMB SOC occupation with the most comparable functional statement and then to the specific OASIS Labor Category in which the SOC occupation resides. Industry firms often have differing job descriptions for the same or similar titles used by others. Users of this table can confirm the suggested mapping on the table as the best fit for an OASIS requirement by comparing the job descriptions of industry labor categories that are proposed or expected to be proposed with the functional statement for the OMB SOC Occupation to which it is mapped on the table.

FAMILIAR/TRADITIONAL TITLE	MAPS TO OMB SOC	MAPS TO OASIS LCAT NAME
Absorption and Adsorption Engineer	17-2041 Chemical Engineers	Engineer, Group 2
Academic Administrator	11-9033 Education Administrator, Post Secondary	Manager, Group 3
Academic Affairs Administrator	11-9033 Education Administrator, Post Secondary	Manager, Group 3
Account Auditor	13-2013 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Account Executive (Advertising)	11-2011 Advertising and Promotions Managers	Manager, Group 1
Account Executive (Public Relations)	27-3031 Public Relations Specialists	Public Relations Specialist
Accountant	13-2013 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Accounting Officer	13-2013 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Accounting Supervisor	13-2013 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Acquisition Specialist	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
Actuarial Analyst	15-2011 Actuaries	Actuary
Actuarial Associate	15-2011 Actuaries	Actuary
Actuarial Consultant	15-2011 Actuaries	Actuary
Actuarial Mathematician	15-2011 Actuaries	Actuary
Actuary	15-2011 Actuaries	Actuary
Administrative Analyst	13-1111 Management Analyst	Business and Financial Operations Specialists, Group 2
Administrative Associate	43-6011 Executive Secretaries and Executive Administrative	Administrative Professional
Administrative Professional	43-6011 Executive Secretaries and Executive Administrative	Administrative Professional
Administrative Secretary	43-6011 Executive Secretaries and Executive Administrative	Administrative Professional
Administrative Services Manager	11-3011 Administrative Services Managers	Manager, Group 3
Adoption Services Manager	11-9151 Social and Community Service Managers	Manager, Group 4
Adult Basic Education Manager	11-9033 Education Administrator, Post Secondary	Manager, Group 3
Advertising Associate	27-3043 Writers and Authors	Writer
Advertising Director	11-2011 Advertising and Promotions Managers	Manager, Group 1
Advertising Manager	11-2011 Advertising and Promotions Managers	Manager, Group 1
Advertising Writer	27-3043 Writers and Authors	Writer
Aerodynamics Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
Aeronautical Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
Aerospace Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
Aerospace Stress Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
Agricultural and Food Science Technician	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Agricultural Chemist	19-2031 Chemists	Scientists and Science Technicians, Group 3
Agricultural Economist	19-3011 Economists	Scientists and Science Technicians, Group 3
Agricultural Engineer	17-2021 Agricultural Engineers	Engineer, Group 5
Agricultural Laboratory Technician	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Agricultural Manager	11-9013 Farmers, Ranchers, and Other Agricultural Managers	Manager, Group 3
Agricultural Production Engineer	17-2021 Agricultural Engineers	Engineer, Group 5
Agricultural Research Director	11-9121 Natural Sciences Manager	Manager, Group 2
Agricultural Research Engineer	17-2021 Agricultural Engineers	Engineer, Group 5
Agricultural Research Technician	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Agricultural Research Technologist	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Agricultural Safety and Health Program Director	17-2021 Agricultural Engineers	Engineer, Group 5
Agricultural Systems Specialist	17-2021 Agricultural Engineers	Engineer, Group 5
Air and Climate Change Engineer	17-2081 Environmental Engineers	Engineer, Group 3
Air Pollution Control Engineer	17-2081 Environmental Engineers	Engineer, Group 3
Air Vehicle Subsystems Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
Airborne Radar Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
Aircraft Design Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
Airworthiness Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
American Indian Policy Specialist	19-3091 Anthropologists and Archeologists	Scientists and Science Technicians, Group 4
Analytical Lab Technician (Chemical)	19-4031 Chemical Technicians	Scientists and Science Technicians, Group 5
Analytical Strategist	15-2031 Operations Research Analysts	Operations Research Analyst
Analytical Technician (Chemical)	19-4031 Chemical Technicians	Scientists and Science Technicians, Group 5
Animal Husbandry Manager	11-9013 Farmers, Ranchers, and Other Agricultural Managers	Manager, Group 3
Animal Nutritionist	19-1011 Animal Scientists	Scientists and Science Technicians, Group 2
Animal Scientists	19-1011 Animal Scientists	Scientists and Science Technicians, Group 2
Anthropologist	19-3091 Anthropologists and Archeologists	Scientists and Science Technicians, Group 4
Anthropology Instructor	19-3091 Anthropologists and Archeologists	Scientists and Science Technicians, Group 4
Applied Anthropologist	19-3091 Anthropologists and Archeologists	Scientists and Science Technicians, Group 4
Arboreal Scientist	19-1013 Soil and Plant Scientists	Scientists and Science Technicians, Group 4
Archaeologist	19-3091 Anthropologists and Archeologists	Scientists and Science Technicians, Group 4
Architectural Engineer	17-2051 Civil Engineer	Engineer, Group 4
Architectural Manager	11-9041 Architectural and Engineering Managers	Manager, Group 2
Area Plant Manager	11-3051 Industrial Production Managers	Manager, Group 3
Assayer	19-4031 Chemical Technicians	Scientists and Science Technicians, Group 5

Asset Protection Manager	11-9199 Managers, All other	Manager, Group 2
Assignment Editor	27-3041 Editors	Editor
Assurance Senior	13-2011 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Astronomer	19-2011 Astronomers	Scientists and Science Technicians, Group 3
Astrophysicist	19-2011 Astronomers	Scientists and Science Technicians, Group 3
Atmospheric Chemist	19-2021 Atmospheric and Space Scientists	Scientists and Science Technicians, Group 4
Atmospheric Scientist	19-2021 Atmospheric and Space Scientists	Scientists and Science Technicians, Group 4
Atomic Process Engineer	17-2161 Nuclear Engineers	Engineer, Group 3
Audit Partner	13-2011 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Auditor	13-2011 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Auditor-In-Charge	13-2011 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Automobile Damage Appraiser	13-1032 Insurance Appraisers, Auto Damage	Business and Financial Operations Specialists, Group 4
Automotive Engineer	17-2141 Mechanical Engineers	Engineer, Group 4
Automotive Sheet Metal Engineer	17-2131 Materials Engineers	Engineer, Group 4
Avionics Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
Avionics Integration Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
Background Investigator	33-9021 Private Detectives and Investigators	Investigator
Bacteriologist	19-1022 Microbiologists	Scientists and Science Technicians, Group 3
Bacteriology Technician	19-4021 Biological Technicians	Scientists and Science Technicians, Group 5
Ballistics Expert	19-4092 Forensic Science Technicians	Scientists and Science Technicians, Group 4
Bank Examiner	13-2061 Financial Examiners	Business and Financial Operations Specialists, Group 1
Bank Secrecy Act Anti-Money Laundering Officer	13-2061 Financial Examiners	Business and Financial Operations Specialists, Group 1
Banquet Manager	11-9051 Food Service Managers	Manager, Group 4
Behavioral Scientist	19-3091 Anthropologists and Archeologists	Scientists and Science Technicians, Group 4
Benefits Coordinator	11-3111 Compensation and Benefits Managers	Manager, Group 2
Benefits Manager	11-3111 Compensation and Benefits Managers	Manager, Group 2
Bereavement Services Coordinator	11-9061 Funeral Service Managers	Manager, Group 1
Bereavement Services Manager	11-9061 Funeral Service Managers	Manager, Group 1
Biochemical Engineers	17-2199 Engineers, all other	Engineer, Group 4
Biochemist	19-1021 Biochemists and Biophysicists	Scientists and Science Technicians, Group 2
Biofuels Production Manager	11-3051 Industrial Production Managers	Manager, Group 3
Biofuels/Biodiesel Technology Manager	11-9041 Architectural and Engineering Managers	Manager, Group 2
Bioinformaticist	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Bioinformatics Scientist	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Biological Chemist	19-1021 Biochemists and Biophysicists	Scientists and Science Technicians, Group 2
Biological Science Laboratory Technician	19-4021 Biological Technicians	Scientists and Science Technicians, Group 5
Biological Scientist	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Biological Technician	19-4021 Biological Technicians	Scientists and Science Technicians, Group 5
Biology Professor	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Biomass Power Plant Manager	11-3051 Industrial Production Managers	Manager, Group 3
Biomaterials Engineer	17-2031 Biomedical Engineers	Engineer, Group 3
Bio-Mechanical Engineer	17-2031 Biomedical Engineers	Engineer, Group 3
Biomedical Electronics Technician	17-2031 Biomedical Engineers	Engineer, Group 3
Biomedical Engineer	17-2031 Biomedical Engineers	Engineer, Group 3
Biomedical Engineering Technician	17-2031 Biomedical Engineers	Engineer, Group 3
Biomedical Equipment Technician (BMET),	17-2031 Biomedical Engineers	Engineer, Group 3
Biomedical Technician	17-2031 Biomedical Engineers	Engineer, Group 3
Biophysicist	19-1021 Biochemists and Biophysicists	Scientists and Science Technicians, Group 2
Biophysics Scientist	19-2012 Physicists	Scientists and Science Technicians, Group 2
Biostatistician	15-2041 Statisticians	Statistician
Bond Underwriter	13-2053 Insurance Underwriters	Business and Financial Operations Specialists, Group 3
Bridge Engineer	17-2051 Civil Engineer	Engineer, Group 4
Broadcast Engineer	17-2071 Electrical Engineers	Engineer, Group 4
Brownfield Redevelopment Specialists and Site Managers	11-9199 Managers, All other	Manager, Group 2
Budget Analyst	13-2031 Budget Analyst	Business and Financial Operations Specialists, Group 4
Budget and Policy Analyst	13-2031 Budget Analyst	Business and Financial Operations Specialists, Group 4
Budget Coordinator	13-2031 Budget Analyst	Business and Financial Operations Specialists, Group 4
Budget Examiner	13-2031 Budget Analyst	Business and Financial Operations Specialists, Group 4
Budget Officer	13-2031 Budget Analyst	Business and Financial Operations Specialists, Group 4
Building Performance Consultant	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
Business Analyst	13-1111 Management Analyst	Business and Financial Operations Specialists, Group 2
Business Analyst	13-2013 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Business Continuity Planner	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
Business Development Director (Marketing)	11-2021 Marketing Managers	Manager, Group 1
Business Development Director (Public Relations)	11-2031 Public Relations and Fundraising Mangers	Manager, Group 2
Business Development Manager	11-2021 Marketing Managers	Manager, Group 1
Business Development Specialist	13-1161 Market Research Analysts and Marketing Research	Business and Financial Operations Specialists, Group 4
Business Insight and Analytics Manager	15-2031 Operations Research Analysts	Operations Research Analyst
Business Management Analyst	13-1111 Management Analyst	Business and Financial Operations Specialists, Group 2
Business Manager	11-3111 Compensation and Benefits Managers	Manager, Group 2
Business Operations Specialist, All other	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
Business Practices Supervisor	11-9199 Managers, All other	Manager, Group 2

Business Process Consultant	13-1111 Management Analyst	Business and Financial Operations Specialists, Group 2
Business Process Re-engineering Specialist	13-1111 Management Analyst	Business and Financial Operations Specialists, Group 2
Buyers and Purchasing Agents, Farm Products	13-1021 Buyers and Purchasing Agents, Farm Products	Business and Financial Operations Specialists, Group 4
Cancer Researcher	19-1042 Medical Scientists, Except Epidemiologists	Scientists and Science Technicians, Group 1
Capital Markets Specialist	13-2061 Financial Examiners	Business and Financial Operations Specialists, Group 1
Cartographer	17-1021 Cartographers and Photogrammetrists	Engineer, Group 5
Catering Manager	11-9051 Food Service Managers	Manager, Group 4
Cellular Biologist	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Ceramic Engineer	17-2131 Materials Engineers	Engineer, Group 4
Ceramic Scientist	19-2032 Materials Scientists	Scientists and Science Technicians, Group 4
Certified Fraud Examiner	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Certified Public Accountant	13-2011 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Chassis Systems Engineer	17-2141 Mechanical Engineers	Engineer, Group 4
Chemical Engineer	17-2041 Chemical Engineers	Engineer, Group 2
Chemical Laboratory Technician	19-4031 Chemical Technicians	Scientists and Science Technicians, Group 5
Chemical Technician	19-4031 Chemical Technicians	Scientists and Science Technicians, Group 5
Chemist	19-2031 Chemists	Scientists and Science Technicians, Group 3
Chief Financial Officer (CFO)	11-3031 Financial Managers	Manager, Group 1
Chief Operating Officer (COO)	11-1021 General and Operations Managers	Manager, Group 1
Chief Risk Officer	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Chief Security and Safety Officer (CSO)	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Childcare Center Administrator	11-9031 Education Administrators, Preschool and Childcare	Manager, Group 4
Children's Service Supervisor	11-9151 Social and Community Service Managers	Manager, Group 4
Circuit Design Engineer	17-2072 Electronics Engineers, except Computer	Engineer, Group 4
Circuits Engineer	17-2071 Electrical Engineers	Engineer, Group 4
City Planner	19-3051 Urban and Regional Planners	Scientists and Science Technicians, Group 4
City Planning Aide	19-4061 Social Science Research Assistants	Scientists and Science Technicians, Group 4
Civil Engineer	17-2051 Civil Engineer	Engineer, Group 4
Civil Engineering Manager	11-9041 - Architectural and Engineering Managers	Manager, Group 2
Claim Adjuster	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Claim Examiner	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Claim Investigator	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Claim Representative	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Claims Adjuster	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Claims Examiner	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Claims Investigator	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Claims Representative	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Claims Specialist	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Climatologist	19-2021 Atmospheric and Space Scientists	Scientists and Science Technicians, Group 4
Clinic Director	11-9111 Medical and Health Services Manager	Manager, Group 3
Clinical Biochemist	19-1021 Biochemists and Biophysicists	Scientists and Science Technicians, Group 2
Clinical Engineer	17-2031 Biomedical Engineers	Engineer, Group 3
Clinical Laboratory Scientist	19-1042 Medical Scientists, Except Epidemiologists	Scientists and Science Technicians, Group 1
Clinical Pharmacologist	19-1042 Medical Scientists, Except Epidemiologists	Scientists and Science Technicians, Group 1
Clinical Program Manager - Natural Sciences	11-9121 Natural Sciences Manager	Manager, Group 2
Clinical Psychologist	19-3031 Clinical, Counseling, and School Psychologists	Scientists and Science Technicians, Group 4
Clinical Research Administrator - Natural Sciences	11-9121 Natural Sciences Manager	Manager, Group 2
Clinical Research Associate (CRA) - Natural Sciences	11-9121 Natural Sciences Manager	Manager, Group 2
Clinical Research Coordinator - Natural Sciences	11-9121 Natural Sciences Manager	Manager, Group 2
Clinical Research Manager - Natural Sciences	11-9121 Natural Sciences Manager	Manager, Group 2
Clinical Research Nurse Coordinator - Natural Sciences	11-9121 Natural Sciences Manager	Manager, Group 2
Clinical Statistics Analyst	15-2041 Statisticians	Statistician
Clinical Statistics Manager	15-2041 Statisticians	Statistician
Clinical Trial Coordinator - Natural Sciences	11-9121 Natural Sciences Manager	Manager, Group 2
Clinical Trial Manager - Natural Sciences	11-9121 Natural Sciences Manager	Manager, Group 2
Coastal Management Planner	11-9121 Natural Sciences Manager	Manager, Group 2
Cold Storage Supervisor	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Combustion Engineer	17-2141 Mechanical Engineers	Engineer, Group 4
Commissioning Engineer	17-2141 Mechanical Engineers	Engineer, Group 4
Commodity Analyst	13-2051 Financial Analyst	Business and Financial Operations Specialists, Group 2
Commodity Manager	11-3061 Purchasing Managers	Manager, Group 3
Communications Director	11-2031 Public Relations and Fundraising Managers	Manager, Group 2
Communications Specialist	27-3031 Public Relations Specialists	Public Relations Specialist
Communications Specialist (Writing)	27-3043 Writers and Authors	Writer
Community Development Planner	19-3051 Urban and Regional Planners	Scientists and Science Technicians, Group 4
Community Program Director	11-9151 Social and Community Service Managers	Manager, Group 4
Community Program Manager	11-9151 Social and Community Service Managers	Manager, Group 4
Community Reinvestment Act Officer	13-2061 Financial Examiners	Business and Financial Operations Specialists, Group 1
Community Relations Director	11-2031 Public Relations and Fundraising Managers	Manager, Group 2
Community Services Block Grant/Outreach Social	11-9151 Social and Community Service Managers	Manager, Group 4
Company Recruiter	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4
Compensation and Benefits Manager	11-3111 Compensation and Benefits Managers	Manager, Group 2
Compensation Director	11-3111 Compensation and Benefits Managers	Manager, Group 2

Compensation Manager	11-3111 Compensation and Benefits Managers	Manager, Group 2
Compensation, Benefits, and Job Analysis Specialist	13-1141 Compensation, Benefits, and Job Analysis Specialists	Business and Financial Operations Specialists, Group 4
Compiler	17-1021 Cartographers and Photogrammetrists	Engineer, Group 5
Completion Engineer	17-2171 Petroleum Engineers	Engineer, Group 1
Completions Engineer	17-2171 Petroleum Engineers	Engineer, Group 1
Compliance Coordinator	11-9199 Managers, All other	Manager, Group 2
Compliance Engineer-Products	11-9199 Managers, All other	Manager, Group 2
Compliance Manager	11-9199 Managers, All other	Manager, Group 2
Compliance Officer	13-1041 Compliance Officer	Business and Financial Operations Specialists, Group 4
Compliance Review Officer	11-9199 Managers, All other	Manager, Group 2
Comptroller	11-3031 Financial Managers	Manager, Group 1
Conference Manager	13-1121 Meeting, Convention, and event Planners	Business and Financial Operations Specialists, Group 4
Conference Planner	13-1121 Meeting, Convention, and event Planners	Business and Financial Operations Specialists, Group 4
Conference Planning Manager	13-1121 Meeting, Convention, and event Planners	Business and Financial Operations Specialists, Group 4
Conference Services Manager	13-1121 Meeting, Convention, and event Planners	Business and Financial Operations Specialists, Group 4
Conservation Engineer	17-2021 Agricultural Engineers	Engineer, Group 5
Conservation Scientist	19-1031 Conservation Scientists	Scientists and Science Technicians, Group 4
Construction Area Manager	11-9021 Construction Managers	Manager, Group 3
Construction Coordinator	11-9021 Construction Managers	Manager, Group 3
Construction Engineer	17-2051 Civil Engineer	Engineer, Group 4
Construction Estimator	13-1051 Cost Estimators	Business and Financial Operations Specialists, Group 4
Construction Job Cost Estimator	13-1051 Cost Estimators	Business and Financial Operations Specialists, Group 4
Construction Manager	11-9021 Construction Managers	Manager, Group 3
Construction Superintendent	11-9021 Construction Managers	Manager, Group 3
Consultant	13-1111 Management Analyst	Business and Financial Operations Specialists, Group 2
Consultant in Ergonomics and Safety	17-2112 Industrial Engineers	Engineer, Group 3
Consulting Actuary	15-2011 Actuaries	Actuary
Consulting Engineer (Marine Engineering)	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Contract Specialist	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
Contracting Manager	11-3061 Purchasing Managers	Manager, Group 3
Controller	11-3031 Financial Managers	Manager, Group 1
Convention Planning Manager	13-1121 Meeting, Convention, and event Planners	Business and Financial Operations Specialists, Group 4
Convention Services Manager (CSM)	13-1121 Meeting, Convention, and event Planners	Business and Financial Operations Specialists, Group 4
Copy Writer	27-3043 Writers and Authors	Writer
Cost Accountant	13-2013 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Cost Analyst	13-2031 Budget Analyst	Business and Financial Operations Specialists, Group 4
Cost Estimator	13-1051 Cost Estimators	Business and Financial Operations Specialists, Group 4
CPA	13-2011 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Credit Analyst	13-2041 Credit Analysts	Business and Financial Operations Specialists, Group 2
Credit Assessment Analyst	13-2041 Credit Analysts	Business and Financial Operations Specialists, Group 2
Credit Counselor	13-2071 Credit Counselors	Business and Financial Operations Specialists, Group 4
Credit Examiner	13-2041 Credit Analysts	Business and Financial Operations Specialists, Group 2
Credit Risk Analyst	13-2041 Credit Analysts	Business and Financial Operations Specialists, Group 2
Credit Union Examiner	13-2061 Financial Examiners	Business and Financial Operations Specialists, Group 1
Credit Union Field Examiner	13-2061 Financial Examiners	Business and Financial Operations Specialists, Group 1
Crime Scene Technician	19-4092 Forensic Science Technicians	Scientists and Science Technicians, Group 4
Criminologist	19-3041 Sociologists	Scientists and Science Technicians, Group 3
Criticality Safety Engineer	17-2161 Nuclear Engineers	Engineer, Group 3
Crop Specialist	19-4099 Life, Physical, and Social Science Technicians, All Other	Scientists and Science Technicians, Group 4
Crude Tester	19-4041 Geological and Petroleum Technicians	Scientists and Science Technicians, Group 3
Crystallographer	19-2042 Geoscientists, Except Hydrologists and Geographers	Scientists and Science Technicians, Group 2
Customer Care Specialist	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Customs Broker	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
Customs Compliance Director	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
Dairy Bacteriologist	19-1012 Food Scientists and Technologists	Scientists and Science Technicians, Group 4
Dairy Farm Manager	11-9013 Farmers, Ranchers, and Other Agricultural Managers	Manager, Group 3
Dairy Scientist	19-1011 Animal Scientists	Scientists and Science Technicians, Group 2
Dairy Technologist	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Debt Management Counselor	13-2071 Credit Counselors	Business and Financial Operations Specialists, Group 4
Decision Analyst	15-2031 Operations Research Analysts	Operations Research Analyst
Demographer	19-3099 Social Scientists and Related Workers, All other	Scientists and Science Technicians, Group 4
Demographer	15-2041 Statisticians	Statistician
Dentist	19-1042 Medical Scientists, Except Epidemiologists	Scientists and Science Technicians, Group 1
Deputy for Audit	13-2011 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Design Engineer (Aerospace)	17-2011 Aerospace Engineers	Engineer, Group 3
Design Engineer (Civil)	17-2051 Civil Engineer	Engineer, Group 4
Design Engineer (Electronics)	17-2072 Electronics Engineers, except Computer	Engineer, Group 4
Design Engineer (Mechanical)	17-2141 Mechanical Engineers	Engineer, Group 4
Design Maintenance Engineer	17-2141 Mechanical Engineers	Engineer, Group 4
Development Engineer (Chemical)	17-2041 Chemical Engineers	Engineer, Group 2
Development Manager	11-3131 Training and Development Managers	Manager, Group 3
Dialysis Engineer	17-2031 Biomedical Engineers	Engineer, Group 3
Digital Cartographer	17-1021 Cartographers and Photogrammetrists	Engineer, Group 5

Director of Administrative Operations	11-3011 Administrative Services Managers	Manager, Group 3
Director of Bioinformatics and Trait Discovery	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Director of Child Welfare Services	11-9151 Social and Community Service Managers	Manager, Group 4
Director of Compensation	11-3111 Compensation and Benefits Managers	Manager, Group 2
Director of Conference Services	13-1121 Meeting, Convention, and event Planners	Business and Financial Operations Specialists, Group 4
Director of Education	11-3131 Training and Development Managers	Manager, Group 3
Director of Educational Services	11-3131 Training and Development Managers	Manager, Group 3
Director of Events	13-1121 Meeting, Convention, and event Planners	Business and Financial Operations Specialists, Group 4
Director of Finance	11-3031 Financial Managers	Manager, Group 1
Director of Food and Beverage	11-9051 Food Service Managers	Manager, Group 4
Director of HR	11-3121 Human Resources Managers	Manager, Group 3
Director of Human Resources	11-3121 Human Resources Managers	Manager, Group 3
Director of Materials	11-3061 Purchasing Managers	Manager, Group 3
Director of Nursing	11-9111 Medical and Health Services Manager	Manager, Group 3
Director of Operations	11-1021 General and Operations Managers	Manager, Group 1
Director of Public Relations	11-2031 Public Relations and Fundraising Mangers	Manager, Group 2
Director of Purchasing	11-3061 Purchasing Managers	Manager, Group 3
Director of Quality	11-3051 Industrial Production Managers	Manager, Group 3
Director of Social Services	11-9151 Social and Community Service Managers	Manager, Group 4
Director of Staff Development	11-3131 Training and Development Managers	Manager, Group 3
Director of Strategic Sourcing	11-3061 Purchasing Managers	Manager, Group 3
Director of Translation and Experimental Medicine	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Director-Loss Prevention	11-9199 Managers, All other	Manager, Group 2
Disaster Response Director	11-9161 Emergency Management Directors	Manager, Group 4
Distributed Generation Project Manager	17-2199 Engineers, all other	Engineer, Group 4
Distribution Center Manager	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Distribution Manager	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Distribution Operations Manager	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Drilling Engineer	17-2171 Petroleum Engineers	Engineer, Group 1
Drilling Manager (Petroleum)	17-2171 Petroleum Engineers	Engineer, Group 1
Econometrician	19-3011 Economists	Scientists and Science Technicians, Group 3
Economic Geographer	19-3092 Geographers	Scientists and Science Technicians, Group 3
Economic Research Analyst	19-3011 Economists	Scientists and Science Technicians, Group 3
Economic Research Assistant	19-4061 Social Science Research Assistants	Scientists and Science Technicians, Group 4
Economists	19-3011 Economists	Scientists and Science Technicians, Group 3
Editor	27-3041 Editors	Editor
Education Administrator, all others	11-9039 Education Administrators, All other	Manager, Group 3
Education and Development Manager	11-3131 Training and Development Managers	Manager, Group 3
EEO Officer	13-1041 Compliance Officer	Business and Financial Operations Specialists, Group 4
Efficiency Engineer	17-2112 Industrial Engineers	Engineer, Group 3
E-Learning Developer	13-1151 Training and Development Specialists	Business and Financial Operations Specialists, Group 4
E-Learning Manager	11-3131 Training and Development Managers	Manager, Group 3
Electrical and Instrument Maintenance Supervisor	17-2071 Electrical Engineers	Engineer, Group 4
Electrical Controls Engineer	17-2071 Electrical Engineers	Engineer, Group 4
Electrical Design Engineer	17-2071 Electrical Engineers	Engineer, Group 4
Electrical Engineer	17-2071 Electrical Engineers	Engineer, Group 4
Electrical Project Engineer	17-2071 Electrical Engineers	Engineer, Group 4
Electrical Systems Designer	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Electrical Systems Engineer	17-2071 Electrical Engineers	Engineer, Group 4
Electronic Design Automation Engineer	17-2072 Electronics Engineers, except Computer	Engineer, Group 4
Electronics Engineer	17-2072 Electronics Engineers, except Computer	Engineer, Group 4
Embryologist	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Emergency Management Consultant	11-9161 Emergency Management Directors	Manager, Group 4
Emergency Management Coordinator	11-9161 Emergency Management Directors	Manager, Group 4
Emergency Management Director	11-9161 Emergency Management Directors	Manager, Group 4
Emergency Management Program Specialist	11-9161 Emergency Management Directors	Manager, Group 4
Emergency Management System Director (EMS Director)	11-9161 Emergency Management Directors	Manager, Group 4
Emergency Planner	11-9161 Emergency Management Directors	Manager, Group 4
Emergency Preparedness Coordinator	11-9161 Emergency Management Directors	Manager, Group 4
Emergency Preparedness Program Specialist	11-9161 Emergency Management Directors	Manager, Group 4
Emergency Preparedness Specialist	11-9161 Emergency Management Directors	Manager, Group 4
Emergency Services Director	11-9161 Emergency Management Directors	Manager, Group 4
Employee Benefits Director	11-3111 Compensation and Benefits Managers	Manager, Group 2
Employee Benefits Manager	11-3111 Compensation and Benefits Managers	Manager, Group 2
Employee Benefits Specialist	13-1141 Compensation, Benefits, and Job Analysis Specialists	Business and Financial Operations Specialists, Group 4
Employee Development Director	11-3131 Training and Development Managers	Manager, Group 3
Employee Relations Manager	11-3121 Human Resources Managers	Manager, Group 3
Employee Relations Specialist	13-1075 Labor Relations Specialists	Business and Financial Operations Specialists, Group 4
Employment Coordinator	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4
Employment Programs Analyst	13-1111 Management Analyst	Business and Financial Operations Specialists, Group 2
Employment Representative	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4
Employment Specialist	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4

Employment, Recruitment, and Placement Specialist	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4
Energy Auditor	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
Energy Consultant	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
Energy Efficiency Engineer	17-2199 Engineers, all other	Engineer, Group 4
Energy Engineer	17-2199 Engineers, all other	Engineer, Group 4
Energy Manager	17-2199 Engineers, all other	Engineer, Group 4
Energy Rater	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
Engine Designer	17-2141 Mechanical Engineers	Engineer, Group 4
Engineer, All other	17-2199 Engineers, all other	Engineer, Group 4
Engineering Design Manager	11-9041 - Architectural and Engineering Managers	Manager, Group 2
Engineering Group Manager	11-9041 - Architectural and Engineering Managers	Manager, Group 2
Engineering Manager	11-9041 - Architectural and Engineering Managers	Manager, Group 2
Engineering Program Manager	11-9041 - Architectural and Engineering Managers	Manager, Group 2
Engineering Psychologist	19-3032 Industrial Organizational Psychologists	Scientists and Science Technicians, Group 3
Enologist	19-1012 Food Scientists and Technologists	Scientists and Science Technicians, Group 4
Environmental Affairs, Safety, and Security Manager	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Environmental Analyst	17-2081 Environmental Engineers	Engineer, Group 3
Environmental Compliance Officer	13-1041 Compliance Officer	Business and Financial Operations Specialists, Group 4
Environmental Economist	19-3011 Economists	Scientists and Science Technicians, Group 3
Environmental Engineer	17-2081 Environmental Engineers	Engineer, Group 3
Environmental Health and Safety Director (EHS)	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Environmental Health Specialist	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Environmental Lab Technician (Chemical)	19-4031 Chemical Technicians	Scientists and Science Technicians, Group 5
Environmental Protection Forester	19-1032 Foresters	Scientists and Science Technicians, Group 5
Environmental Remediation Engineer	17-2081 Environmental Engineers	Engineer, Group 3
Environmental Remediation Specialist	17-2081 Environmental Engineers	Engineer, Group 3
Environmental Safety Specialist	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Environmental Science and Protection Technicians,	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Environmental Scientist	19-2041 Environmental Scientists and Specialists, Including Health	Scientists and Science Technicians, Group 3
Environmental Solutions Engineer	17-2199 Engineers, all other	Engineer, Group 4
Environmental Specialist	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Environmental Technician (Biological)	19-4021 Biological Technicians	Scientists and Science Technicians, Group 5
Environmental Technician (Environmental Science)	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Epidemiologists	19-1041 Epidemiologists	Scientists and Science Technicians, Group 4
Epidemiology Investigator	19-1041 Epidemiologists	Scientists and Science Technicians, Group 4
Equipment Engineer	17-2141 Mechanical Engineers	Engineer, Group 4
Equity Research Analyst	13-2051 Financial Analysts	Business and Financial Operations Specialists, Group 2
Ergonomist	17-2112 Industrial Engineers	Engineer, Group 3
Ethnoarchaeologist	19-3091 Anthropologists and Archeologists	Scientists and Science Technicians, Group 4
Ethnologist	19-3099 Social Scientists and Related Workers, All other	Scientists and Science Technicians, Group 4
Evaluation Engineer	17-2072 Electronics Engineers, except Computer	Engineer, Group 4
Event Planner	13-1121 Meeting, Convention, and event Planners	Business and Financial Operations Specialists, Group 4
Events Manager	13-1121 Meeting, Convention, and event Planners	Business and Financial Operations Specialists, Group 4
Examining Officer	13-2061 Financial Examiners	Business and Financial Operations Specialists, Group 1
Executive Administrative Assistant	43-6011 Executive Secretaries and Executive Administrative	Administrative Professional
Executive Assistant	43-6011 Executive Secretaries and Executive Administrative	Administrative Professional
Executive Secretary	43-6011 Executive Secretaries and Executive Administrative	Administrative Professional
Extra Vehicular Activity Safety Engineer (EVA Engineer)	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Facilities Manager (Administrative Services)	11-3011 Administrative Services Managers	Manager, Group 3
Facility Engineer	17-2199 Engineers, all other	Engineer, Group 4
Facility Manager (Operations)	11-1021 General and Operations Managers	Manager, Group 1
Facility Operations Manager	11-1021 General and Operations Managers	Manager, Group 1
Family Sociologist	19-3041 Sociologists	Scientists and Science Technicians, Group 3
Features Editor	27-3041 Editors	Editor
Feed Research Technician	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Field Appraiser	13-1032 Insurance Appraisers, Auto Damage	Business and Financial Operations Specialists, Group 4
Field Auditor	13-2011 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Field Inspector	13-1032 Insurance Appraisers, Auto Damage	Business and Financial Operations Specialists, Group 4
Field Liability Generalist	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Finance Manager	11-3031 Financial Managers	Manager, Group 1
Financial Analyst	13-2051 Financial Analysts	Business and Financial Operations Specialists, Group 2
Financial Assistance Advisor	13-2071 Credit Counselors	Business and Financial Operations Specialists, Group 4
Financial Auditor	13-2011 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Financial Compliance Examiner	13-2061 Financial Examiners	Business and Financial Operations Specialists, Group 1
Financial Director	11-3031 Financial Managers	Manager, Group 1
Financial Examiner	13-2061 Financial Examiners	Business and Financial Operations Specialists, Group 1
Financial Manager	11-3031 Financial Managers	Manager, Group 1
Financial Quantitative Analyst	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Financial Reporting Accountant	13-2013 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Financial Specialist, All other	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Fire Claims Adjuster	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Fire Prevention Engineer	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Fire Protection Engineer	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4

Fish Hatchery Manager	11-9013 Farmers, Ranchers, and Other Agricultural Managers	Manager, Group 3
Fisheries Director	11-9121 Natural Sciences Manager	Manager, Group 2
Flight Systems Test Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
Flight Test Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
Fluid Dynamicist	19-2012 Physicists	Scientists and Science Technicians, Group 2
Food and Beverage Manager	11-9051 Food Service Managers	Manager, Group 4
Food Chemist	19-2031 Chemists	Scientists and Science Technicians, Group 3
Food Safety Scientist	19-1012 Food Scientists and Technologists	Scientists and Science Technicians, Group 4
Food Scientist	19-1012 Food Scientists and Technologists	Scientists and Science Technicians, Group 4
Food Service Director	11-9051 Food Service Managers	Manager, Group 4
Food Service Manager	11-9051 Food Service Managers	Manager, Group 4
Food Service Supervisor	11-9051 Food Service Managers	Manager, Group 4
Forensic Material Engineer	17-2131 Materials Engineers	Engineer, Group 4
Forensic Psychologist	19-3039 Psychologists, all other	Scientists and Science Technicians, Group 3
Forensic Science Technician	19-4092 Forensic Science Technicians	Scientists and Science Technicians, Group 4
Forest and Conservation Technician	19-4093 Forest and Conservation Technicians	Scientists and Science Technicians, Group 5
Forest Ecologist	19-1032 Foresters	Scientists and Science Technicians, Group 5
Forester	19-1032 Foresters	Scientists and Science Technicians, Group 5
Forestry Aide	19-4093 Forest and Conservation Technicians	Scientists and Science Technicians, Group 5
Formulation Technician (Chemical)	19-4031 Chemical Technicians	Scientists and Science Technicians, Group 5
Fraud Examiners, Investigators and Analysts	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Fuel Cell Engineer	17-2141 Mechanical Engineers	Engineer, Group 4
Fuel Manager	11-3051 Industrial Production Managers	Manager, Group 3
Fuels Engineer	17-2041 Chemical Engineers	Engineer, Group 2
Fundraising Manager	11-2031 Public Relations and Fundraising Managers	Manager, Group 2
Funeral Service Manager	11-9061 Funeral Service Managers	Manager, Group 1
Genealogist	19-3093 Historian	Scientists and Science Technicians, Group 5
General Superintendent	11-1021 General and Operations Managers	Manager, Group 1
General Accountant	13-2013 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
General Adjuster	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
General Manager	11-1021 General and Operations Managers	Manager, Group 1
General Manager (GM)	11-1021 General and Operations Managers	Manager, Group 1
General Production Manager	11-3051 Industrial Production Managers	Manager, Group 3
Generation Engineer	17-2161 Nuclear Engineers	Engineer, Group 3
Geochemist	19-2042 Geoscientists, Except Hydrologists and Geographers	Scientists and Science Technicians, Group 2
Geodesists	19-2042 Geoscientists, Except Hydrologists and Geographers	Scientists and Science Technicians, Group 2
Geodetic Advisor	17-1022 Surveyors	Engineer, Group 5
Geodetic Surveyor	17-1022 Surveyors	Engineer, Group 5
Geographers	19-3092 Geographers	Scientists and Science Technicians, Group 3
Geographic Information Systems Specialist (GIS)	17-1021 Cartographers and Photogrammetrists	Engineer, Group 5
Geological Engineer	17-2151 Mining and Geological Engineers	Engineer, Group 3
Geological Technician	19-4041 Geological and Petroleum Technicians	Scientists and Science Technicians, Group 3
Geologist	17-2151 Mining and Geological Engineers	Engineer, Group 3
Geomorphologist	19-3092 Geographers	Scientists and Science Technicians, Group 3
Geophysical Engineer	17-2151 Mining and Geological Engineers	Engineer, Group 3
Geophysical Manager	11-9121 Natural Sciences Manager	Manager, Group 2
Geophysical Prospector	19-4041 Geological and Petroleum Technicians	Scientists and Science Technicians, Group 3
Geoscientist	19-2042 Geoscientists, Except Hydrologists and Geographers	Scientists and Science Technicians, Group 2
Geospatial Intelligence Analyst	19-2099 Physical Scientists, all other	Scientists and Science Technicians, Group 3
Geo-Technical Engineer	17-2051 Civil Engineer	Engineer, Group 4
Geothermal Production Manager	11-3051 Industrial Production Managers	Manager, Group 3
Geropsychologist	19-3031 Clinical, Counseling, and School Psychologists	Scientists and Science Technicians, Group 4
GIS Analyst (Geographic Information Systems Analyst)	17-1021 Cartographers and Photogrammetrists	Engineer, Group 5
GIS Geographer	19-3092 Geographers	Scientists and Science Technicians, Group 3
Glass Scientist	19-2032 Materials Scientists	Scientists and Science Technicians, Group 4
Global Engineering Manager	11-9041 Architectural and Engineering Managers	Manager, Group 2
Global Logistics Analyst	13-1081 Logisticians	Business and Financial Operations Specialists, Group 3
Global Risk Management Director	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Global Supply Chain Director	11-9199 Managers, All other	Manager, Group 2
Government Affairs Specialist	19-3094 Political Scientists	Scientists and Science Technicians, Group 3
Grassland Conservationist	19-1031 Conservation Scientists	Scientists and Science Technicians, Group 4
Groundwater Monitoring Technician	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Hardware Design Engineer	17-2071 Electrical Engineers	Engineer, Group 4
Hazardous Substances Engineer	17-2081 Environmental Engineers	Engineer, Group 3
Hazardous Substances Scientist	19-2041 Environmental Scientists and Specialists, Including Health	Scientists and Science Technicians, Group 3
Health Actuary	15-2011 Actuaries	Actuary
Health and Safety Engineer	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Health and Safety Manager	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Health and Social Services Manager	11-9111 Medical and Health Services Manager	Manager, Group 3
Health Engineer	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Health Environmentalist	19-2041 Environmental Scientists and Specialists, Including Health	Scientists and Science Technicians, Group 3
Health Insurance Adjuster	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Health Physicist	19-2012 Physicists	Scientists and Science Technicians, Group 2

Health Sciences Manager	11-9121 Natural Sciences Manager	Manager, Group 2
Health Services Manager	11-9111 Medical and Health Services Manager	Manager, Group 3
Health, Safety, and Environment Manager	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Health, Safety, and Occupational Toxicology Director	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Health, Safety, and Security Manager	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Heating and Cooling Systems Engineer	17-2141 Mechanical Engineers	Engineer, Group 4
Herpetologist	19-1023 Zoologists and Wildlife Biologists	Scientists and Science Technicians, Group 3
Highway Engineer	17-2051 Civil Engineer	Engineer, Group 4
Historian	19-3093 Historian	Scientists and Science Technicians, Group 5
Historian Research Assistant	19-4061 Social Science Research Assistants	Scientists and Science Technicians, Group 4
Historiographer	19-3093 Historian	Scientists and Science Technicians, Group 5
Home Mortgage Disclosure Act Specialist	13-2061 Financial Examiners	Business and Financial Operations Specialists, Group 1
Horticulturalist	19-1013 Soil and Plant Scientists	Scientists and Science Technicians, Group 4
Hospital Administrator	11-9111 Medical and Health Services Manager	Manager, Group 3
HR Director	11-3121 Human Resources Managers	Manager, Group 3
HR Manager	11-3121 Human Resources Managers	Manager, Group 3
Hull Outfit Supervisor	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Human Factors Advisor	17-2112 Industrial Engineers	Engineer, Group 3
Human Factors Engineer	17-2112 Industrial Engineers	Engineer, Group 3
Human Factors Scientist	17-2112 Industrial Engineers	Engineer, Group 3
Human Factors Specialist	17-2112 Industrial Engineers	Engineer, Group 3
Human Resource Statistician	15-2041 Statisticians	Statistician
Human Resources Coordinator	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4
Human Resources Director	11-3121 Human Resources Managers	Manager, Group 3
Human Resources Generalist	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4
Human Resources Manager	11-3121 Human Resources Managers	Manager, Group 3
Human Resources Psychologist	19-3032 Industrial Organizational Psychologists	Scientists and Science Technicians, Group 3
Human Resources Specialist	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4
Hurricane Tracker	19-2021 Atmospheric and Space Scientists	Scientists and Science Technicians, Group 4
Hydrogeologist	19-2043 Hydrologists	Scientists and Science Technicians, Group 3
Hydrogeologist - Natural Sciences	11-9121 Natural Sciences Manager	Manager, Group 2
Hydrologist	19-2043 Hydrologists	Scientists and Science Technicians, Group 3
Ichthyologist	19-1023 Zoologists and Wildlife Biologists	Scientists and Science Technicians, Group 3
Illuminating Engineer	17-2071 Electrical Engineers	Engineer, Group 4
Immunologist	19-1042 Medical Scientists, Except Epidemiologists	Scientists and Science Technicians, Group 1
Import Manager	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
Income Tax Advisor	13-2082 Tax Preparers	Business and Financial Operations Specialists, Group 4
Income Tax Preparer	13-2082 Tax Preparers	Business and Financial Operations Specialists, Group 4
Industrial Analyst	13-1111 Management Analyst	Business and Financial Operations Specialists, Group 2
Industrial Chemist	19-2031 Chemists	Scientists and Science Technicians, Group 3
Industrial Economist	19-3011 Economists	Scientists and Science Technicians, Group 3
Industrial Energy Engineer	17-2199 Engineers, all other	Engineer, Group 4
Industrial Engineer	17-2112 Industrial Engineers	Engineer, Group 3
Industrial Organizational Psychologist	19-3032 Industrial Organizational Psychologists	Scientists and Science Technicians, Group 3
Industrial Pretreatment Program Specialist (IPP)	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Industrial Production Manager	11-3051 Industrial Production Managers	Manager, Group 3
Industrial Safety and Health Engineers	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Industrial Safety Engineer	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Infectious Waste Technician	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Inorganic Chemical Technician	19-4031 Chemical Technicians	Scientists and Science Technicians, Group 5
Inorganic Chemist	19-2031 Chemists	Scientists and Science Technicians, Group 3
Inspector General	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Insurance Actuary	15-2011 Actuaries	Actuary
Insurance Appraiser	13-1032 Insurance Appraisers, Auto Damage	Business and Financial Operations Specialists, Group 4
Insurance Underwriter	13-2053 Insurance Underwriters	Business and Financial Operations Specialists, Group 3
Integrated Circuit Design Engineer (IC Design)	17-2072 Electronics Engineers, except Computer	Engineer, Group 4
Internal Auditor	13-2011 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Internet Marketing Manager	11-2021 Marketing Managers	Manager, Group 1
Investigator	33-9021 Private Detectives and Investigators	Investigator
Investigator (Financial Fraud)	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Investment Analyst	13-2051 FinancialAnalysts	Business and Financial Operations Specialists, Group 2
Investment Fund Manager	11-9199 Managers, All other	Manager, Group 2
Investment Underwriters	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Isotope Hydrologist	19-2043 Hydrologists	Scientists and Science Technicians, Group 3
Job Analysis Manager	11-3121 Human Resources Managers	Manager, Group 3
Job Analyst	13-1141 Compensation, Benefits, and Job Analysis Specialists	Business and Financial Operations Specialists, Group 4
Job Training Specialist	13-1151 Training and Development Specialists	Business and Financial Operations Specialists, Group 4
Kitchen Manager	11-9051 Food Service Managers	Manager, Group 4
Labor Relations Consultant	13-1075 Labor Relations Specialists	Business and Financial Operations Specialists, Group 4
Labor Relations Director	11-3121 Human Resources Managers	Manager, Group 3
Labor Relations Specialist	13-1075 Labor Relations Specialists	Business and Financial Operations Specialists, Group 4
Labor Training Manager	11-3131 Training and Development Managers	Manager, Group 3
Laboratory Analyst (Lab Analyst) (Chemical)	19-4031 Chemical Technicians	Scientists and Science Technicians, Group 5

Laboratory Manager - Natural Sciences	11-9121 Natural Sciences Manager	Manager, Group 2
Laboratory Specialist (Environmental Science)	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Laboratory Technician (Agricultural)	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Laboratory Technician (Biological)	19-4021 Biological Technicians	Scientists and Science Technicians, Group 5
Laboratory Technician (Environmental Science)	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Laboratory Technician (Food Science)	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Laboratory Technician (Lab Tech), (Chemical)	19-4031 Chemical Technicians	Scientists and Science Technicians, Group 5
Laboratory Tester (Lab Tester) (Chemical)	19-4031 Chemical Technicians	Scientists and Science Technicians, Group 5
Land Appraiser	13-2021 Appraisers and Assessors of Real Estate	Business and Financial Operations Specialists, Group 4
Land surveyor	17-1022 Surveyors	Engineer, Group 5
Learning Manager	11-3131 Training and Development Managers	Manager, Group 3
Lease Administration Supervisor	11-9141 Property, Real Estate, and Community Association Managers	Manager, Group 3
Leased Property Manager	11-9141 Property, Real Estate, and Community Association Managers	Manager, Group 3
Leasing Manager	11-9141 Property, Real Estate, and Community Association Managers	Manager, Group 3
Lending Manager	11-3031 Financial Managers	Manager, Group 1
Licensed Land Surveyor	17-1022 Surveyors	Engineer, Group 5
Licensed Tax Consultant	13-2082 Tax Preparers	Business and Financial Operations Specialists, Group 4
Life Science Taxonomist	19-1099 Life Scientists, all other	Scientists and Science Technicians, Group 3
Life Scientist, all other	19-1099 Life Scientists, all other	Scientists and Science Technicians, Group 3
Life, Physical, and Social Science Technician, All Other	19-4099 Life, Physical, and Social Science Technicians, All Other	Scientists and Science Technicians, Group 4
Linguist	19-3099 Social Scientists and Related Workers, All other	Scientists and Science Technicians, Group 4
Load Out Supervisor	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Loan Counselor	13-2071 Credit Counselors	Business and Financial Operations Specialists, Group 4
Loan Officer	13-2072 Loan Officers	Business and Financial Operations Specialists, Group 1
Loan Reviewer	13-2072 Loan Officers	Business and Financial Operations Specialists, Group 1
Loan Systems Director	11-3031 Financial Managers	Manager, Group 1
Lodging Manager	11-9081 Lodging Managers	Manager, Group 3
Logistician	13-1081 Logisticians	Business and Financial Operations Specialists, Group 3
Logistics Analyst	13-1081 Logisticians	Business and Financial Operations Specialists, Group 3
Logistics Engineer	13-1081 Logisticians	Business and Financial Operations Specialists, Group 3
Logistics Loss Prevention Manager	11-9199 Managers, All other	Manager, Group 2
Logistics Manager	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Logistics Planner	13-1081 Logisticians	Business and Financial Operations Specialists, Group 3
Logistics Specialist	13-1081 Logisticians	Business and Financial Operations Specialists, Group 3
Logistics Team Lead	13-1081 Logisticians	Business and Financial Operations Specialists, Group 3
Loss Control Manager	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Loss Prevention Manager	11-9199 Managers, All other	Manager, Group 2
Loss Prevention Operations Manager	11-9199 Managers, All other	Manager, Group 2
Mail Superintendent	11-9131 Postmasters and Mail Superintendents	Manager, Group 4
Mailroom Director	11-9131 Postmasters and Mail Superintendents	Manager, Group 4
Mailroom Manager	11-9131 Postmasters and Mail Superintendents	Manager, Group 4
Maintenance Manager, Biomass Power Plant	11-3051 Industrial Production Managers	Manager, Group 3
Malariologist	19-1041 Epidemiologists	Scientists and Science Technicians, Group 4
Management Analyst	13-1111 Management Analyst	Business and Financial Operations Specialists, Group 2
Management Consultant	13-1111 Management Analyst	Business and Financial Operations Specialists, Group 2
Management Development Specialist	13-1151 Training and Development Specialists	Business and Financial Operations Specialists, Group 4
Management Psychologist	19-3032 Industrial Organizational Psychologists	Scientists and Science Technicians, Group 3
Manager of Staff Training and Development	11-3131 Training and Development Managers	Manager, Group 3
Manager, All other	11-9199 Managers, All other	Manager, Group 2
Managing Cognitive Engineer	17-2112 Industrial Engineers	Engineer, Group 3
Manufacturing Coordinator	11-3051 Industrial Production Managers	Manager, Group 3
Manufacturing Engineer	17-2112 Industrial Engineers	Engineer, Group 3
Manufacturing Engineering Manager	17-2199 Engineers, all other	Engineer, Group 4
Manufacturing Manager	11-3051 Industrial Production Managers	Manager, Group 3
Manufacturing Operations Manager	11-1021 General and Operations Managers	Manager, Group 1
Mapper	17-1021 Cartographers and Photogrammetrists	Engineer, Group 5
Marine Architect	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Marine Biologist	19-1023 Zoologists and Wildlife Biologists	Scientists and Science Technicians, Group 3
Marine Consultant	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Marine Design Engineer	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Marine Engineer	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Marine Engineer CPVEC (Marine Engineer Commercial)	17-2081 Environmental Engineers	Engineer, Group 3
Marine Engineering Consultant	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Marine Fisheries Technician	19-4021 Biological Technicians	Scientists and Science Technicians, Group 5
Marine Structural Designer	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Marine Surveyor	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Market Analyst	13-1161 Market Research Analysts and Marketing Research	Business and Financial Operations Specialists, Group 4
Market Research Analyst	13-1161 Market Research Analysts and Marketing Research	Business and Financial Operations Specialists, Group 4
Market Research Specialist	13-1161 Market Research Analysts and Marketing Research	Business and Financial Operations Specialists, Group 4
Marketing Director	11-2021 Marketing Managers	Manager, Group 1
Marketing Administrator	11-2021 Marketing Managers	Manager, Group 1
Marketing Consultant	13-1161 Market Research Analysts and Marketing Research	Business and Financial Operations Specialists, Group 4
Marketing Coordinator	11-2021 Marketing Managers	Manager, Group 1

Marketing Forecaster	13-1161 Market Research Analysts and Marketing Research	Business and Financial Operations Specialists, Group 4
Marketing Manager	11-2021 Marketing Managers	Manager, Group 1
Marketing Research Specialists	13-1161 Market Research Analysts and Marketing Research	Business and Financial Operations Specialists, Group 4
Material Damage Appraiser	13-1032 Insurance Appraisers, Auto Damage	Business and Financial Operations Specialists, Group 4
Materials and Processes Manager	17-2131 Materials Engineers	Engineer, Group 4
Materials Development Engineer	17-2131 Materials Engineers	Engineer, Group 4
Materials Engineer	17-2131 Materials Engineers	Engineer, Group 4
Materials Manager	11-3061 Purchasing Managers	Manager, Group 3
Materials Research Engineer	17-2131 Materials Engineers	Engineer, Group 4
Materials Scientist	19-2032 Materials Scientists	Scientists and Science Technicians, Group 4
Measurement And Verification Engineer	17-2199 Engineers, all other	Engineer, Group 4
Mechanical Design Engineer	17-2141 Mechanical Engineers	Engineer, Group 4
Mechanical Engineer	17-2141 Mechanical Engineers	Engineer, Group 4
Mechanical Engineering Director	11-9041 Architectural and Engineering Managers	Manager, Group 2
Media Relations Specialist	27-3031 Public Relations Specialists	Public Relations Specialist
Medical and Health Services Manager	11-9111 Medical and Health Services Manager	Manager, Group 3
Medical Anthropology Director	19-3091 Anthropologists and Archeologists	Scientists and Science Technicians, Group 4
Medical Manager	11-9111 Medical and Health Services Manager	Manager, Group 3
Medical Pathologist	19-1042 Medical Scientists, Except Epidemiologists	Scientists and Science Technicians, Group 1
Medical Records Administrator	11-9111 Medical and Health Services Manager	Manager, Group 3
Medical Records Manager	11-9111 Medical and Health Services Manager	Manager, Group 3
Medical Scientist	19-1042 Medical Scientists, Except Epidemiologists	Scientists and Science Technicians, Group 1
Medical Scientist, Except Epidemiologists	19-1042 Medical Scientists, Except Epidemiologists	Scientists and Science Technicians, Group 1
Meeting Planner	13-1121 Meeting, Convention, and event Planners	Business and Financial Operations Specialists, Group 4
Mental Health Program Manager	11-9111 Medical and Health Services Manager	Manager, Group 3
Metal Alloy Specialist	19-2032 Materials Scientists	Scientists and Science Technicians, Group 4
Metallographer	17-2131 Materials Engineers	Engineer, Group 4
Metallurgical Engineer	17-2131 Materials Engineers	Engineer, Group 4
Metallurgical Scientists	19-2032 Materials Scientists	Scientists and Science Technicians, Group 4
Metallurgist	17-2131 Materials Engineers	Engineer, Group 4
Meteorological Aide	19-4099 Life, Physical, and Social Science Technicians, All Other	Scientists and Science Technicians, Group 4
Meteorologist	19-2021 Atmospheric and Space Scientists	Scientists and Science Technicians, Group 4
Microbiologist	19-1022 Microbiologists	Scientists and Science Technicians, Group 3
Mine Engineer	17-2151 Mining and Geological Engineers	Engineer, Group 3
Mine Engineering Superintendent	17-2151 Mining and Geological Engineers	Engineer, Group 3
Mine Safety Engineer	17-2151 Mining and Geological Engineers	Engineer, Group 3
Mine Surveyor	17-1022 Surveyors	Engineer, Group 5
Mineral and Aggregate Resources Planner	11-9121 Natural Sciences Manager	Manager, Group 2
Mineral Engineer	17-2151 Mining and Geological Engineers	Engineer, Group 3
Mineral Surveyor	17-1022 Surveyors	Engineer, Group 5
Mineralogist	19-2042 Geoscientists, Except Hydrologists and Geographers	Scientists and Science Technicians, Group 2
Mining and Geologic Engineer	17-2151 Mining and Geological Engineers	Engineer, Group 3
Mining Engineer	17-2151 Mining and Geological Engineers	Engineer, Group 3
Molecular Biologist	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Molecular Biology Professor	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Molecular Physicist	19-2012 Physicists	Scientists and Science Technicians, Group 2
National Stormwater Leader - Natural Sciences	11-9121 Natural Sciences Manager	Manager, Group 2
Natural Gas Engineer	17-2171 Petroleum Engineers	Engineer, Group 1
Natural Resources Planner	11-9121 Natural Sciences Manager	Manager, Group 2
Natural Sciences Laboratory Manager	11-9121 Natural Sciences Manager	Manager, Group 2
Natural Sciences Manager	11-9121 Natural Sciences Manager	Manager, Group 2
Naval Architect	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Naval Architect Specialist	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Naval Engineer	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Nuclear Design Engineer	17-2161 Nuclear Engineers	Engineer, Group 3
Nuclear Engineer	17-2161 Nuclear Engineers	Engineer, Group 3
Nuclear Licensing Engineer	17-2161 Nuclear Engineers	Engineer, Group 3
Nuclear Monitoring Technician	19-4051 Nuclear Technicians	Scientists and Science Technicians, Group 3
Nuclear Radiation Engineer	17-2161 Nuclear Engineers	Engineer, Group 3
Nuclear Reactor Engineer	17-2161 Nuclear Engineers	Engineer, Group 3
Nuclear Technician	19-4051 Nuclear Technicians	Scientists and Science Technicians, Group 3
Nurse Manager	11-9111 Medical and Health Services Manager	Manager, Group 3
Nutrient Management Specialist	19-4099 Life, Physical, and Social Science Technicians, All Other	Scientists and Science Technicians, Group 4
Nutrition Services Manager	11-9111 Medical and Health Services Manager	Manager, Group 3
Ocean Engineer	17-2051 Civil Engineer	Engineer, Group 4
Ocean Program Administrator	11-9121 Natural Sciences Manager	Manager, Group 2
Oceanographer	19-2042 Geoscientists, Except Hydrologists and Geographers	Scientists and Science Technicians, Group 2
Office Administrator	43-6011 Executive Secretaries and Executive Administrative	Administrative Professional
Office Manager	11-3011 Administrative Services Managers	Manager, Group 3
Oil Drilling Engineer	17-2171 Petroleum Engineers	Engineer, Group 1
Oil Exploration Engineer	17-2171 Petroleum Engineers	Engineer, Group 1
Operational Risk Analyst	13-2051 Financial Analysts	Business and Financial Operations Specialists, Group 2
Operations Analyst	15-2031 Operations Research Analysts	Operations Research Analyst

Operations Engineer (Industrial)	17-2112 Industrial Engineers	Engineer, Group 3
Operations Engineer (Petroleum)	17-2171 Petroleum Engineers	Engineer, Group 1
Operations Manager	11-1021 General and Operations Managers	Manager, Group 1
Operations Manger, Biomass Power Plant	11-3051 Industrial Production Managers	Manager, Group 3
Operations Research Analyst	15-2031 Operations Research Analysts	Operations Research Analyst
Operations Technician (Food Science)	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Optical Engineer	17-2199 Engineers, all other	Engineer, Group 4
Optical Scientist	19-2012 Physicists	Scientists and Science Technicians, Group 2
Orchard Manager	11-9013 Farmers, Ranchers, and Other Agricultural Managers	Manager, Group 3
Ordinance Engineer	17-2199 Engineers, all other	Engineer, Group 4
Organizational Recruiter	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4
Ornithologist	19-1023 Zoologists and Wildlife Biologists	Scientists and Science Technicians, Group 3
Osteologist	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Outside Physical Damage Appraiser	13-1032 Insurance Appraisers, Auto Damage	Business and Financial Operations Specialists, Group 4
Packaging Engineer	17-2112 Industrial Engineers	Engineer, Group 3
Paleobotanist	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Paleontologists	19-2042 Geoscientists, Except Hydrologists and Geographers	Scientists and Science Technicians, Group 2
Personnel Manager	11-3121 Human Resources Managers	Manager, Group 3
Personnel Recruiter	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4
Pesticides and Toxic Substances Engineer	17-2081 Environmental Engineers	Engineer, Group 3
Petroleum Engineer	17-2171 Petroleum Engineers	Engineer, Group 1
Petroleum Production Engineer	17-2171 Petroleum Engineers	Engineer, Group 1
Petroleum Technician	19-4041 Geological and Petroleum Technicians	Scientists and Science Technicians, Group 3
Petrologist	19-2042 Geoscientists, Except Hydrologists and Geographers	Scientists and Science Technicians, Group 2
Pharmacoepidemiologist	19-1041 Epidemiologists	Scientists and Science Technicians, Group 4
Pharmacologists	19-1042 Medical Scientists, Except Epidemiologists	Scientists and Science Technicians, Group 1
Photogrammetric Technician	17-1021 Cartographers and Photogrammetrists	Engineer, Group 5
Photogrammetrist	17-1021 Cartographers and Photogrammetrists	Engineer, Group 5
Photonics Engineer	17-2199 Engineers, all other	Engineer, Group 4
Physical Biochemist	19-1021 Biochemists and Biophysicists	Scientists and Science Technicians, Group 2
Physical Damage Appraiser	13-1032 Insurance Appraisers, Auto Damage	Business and Financial Operations Specialists, Group 4
Physical Scientists, All Other	19-2099 Physical Scientists, all other	Scientists and Science Technicians, Group 3
Physician	19-1042 Medical Scientists, Except Epidemiologists	Scientists and Science Technicians, Group 1
Physicist	19-2012 Physicists	Scientists and Science Technicians, Group 2
Piping Designer	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Planning Analyst	13-2051 FinancialAnalysts	Business and Financial Operations Specialists, Group 2
Planning Engineer (Mining)	17-2151 Mining and Geological Engineers	Engineer, Group 3
Plant Engineer (Industrial)	17-2112 Industrial Engineers	Engineer, Group 3
Plant Engineer (Operations)	17-2199 Engineers, all other	Engineer, Group 4
Plant Manager (Industrial)	11-3051 Industrial Production Managers	Manager, Group 3
Plant Manager (Operations)	11-1021 General and Operations Managers	Manager, Group 1
Plant Physiologist	19-1013 Soil and Plant Scientists	Scientists and Science Technicians, Group 4
Plant Production Engineer (Industrial)	17-2112 Industrial Engineers	Engineer, Group 3
Plant Superintendent	11-1021 General and Operations Managers	Manager, Group 1
Plastics Engineer	17-2041 Chemical Engineers	Engineer, Group 2
Plastics Scientist	19-2032 Materials Scientists	Scientists and Science Technicians, Group 4
Political Anthropologist	19-3091 Anthropologists and Archeologists	Scientists and Science Technicians, Group 4
Political Geographer	19-3092 Geographers	Scientists and Science Technicians, Group 3
Political Research Scientist	19-3094 Political Scientists	Scientists and Science Technicians, Group 3
Political Scientists	19-3094 Political Scientists	Scientists and Science Technicians, Group 3
Pollster	19-3022 Survey Researchers	Scientists and Science Technicians, Group 4
Pollution Control Engineer	17-2081Environmental Engineers	Engineer, Group 3
Pollution Control Technician	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Polygraph Examiner (forensic psychophysicist)	19-4099 Life, Physical, and Social Science Technicians, All Other	Scientists and Science Technicians, Group 4
Polymer Scientists	19-2032 Materials Scientists	Scientists and Science Technicians, Group 4
Polymerization Engineer	17-2041 Chemical Engineers	Engineer, Group 2
Position Description Manager	11-3121 Human Resources Managers	Manager, Group 3
Post-Doctoral Fellow	19-1042 Medical Scientists, Except Epidemiologists	Scientists and Science Technicians, Group 1
Poultry Scientist	19-1011 Animal Scientists	Scientists and Science Technicians, Group 2
Power Distribution Engineer	17-2071 Electrical Engineers	Engineer, Group 4
Power Plant Operations Manager	11-3051 Industrial Production Managers	Manager, Group 3
Practice Administrator	11-9111 Medical and Health Services Manager	Manager, Group 3
Precision Agronomist	19-4099 Life, Physical, and Social Science Technicians, All Other	Scientists and Science Technicians, Group 4
Precision Farming Coordinator	19-4099 Life, Physical, and Social Science Technicians, All Other	Scientists and Science Technicians, Group 4
Press Secretary	27-3031 Public Relations Specialists	Public Relations Specialist
Pricing Actuary	15-2011 Actuaries	Actuary
Pricing Analyst	15-2011 Actuaries	Actuary
Principal Consulting Engineer (Environmental)	17-2081 Environmental Engineers	Engineer, Group 3
Principal Examiner	13-2061 Financial Examiners	Business and Financial Operations Specialists, Group 1
Procedure Analyst	15-2031 Operations Research Analysts	Operations Research Analyst
Process Analyst	15-2031 Operations Research Analysts	Operations Research Analyst
Process Control Engineer (Chemical)	17-2041 Chemical Engineers	Engineer, Group 2
Process Development Engineer (Chemical)	17-2041 Chemical Engineers	Engineer, Group 2

Process Engineer (Chemical)	17-2041 Chemical Engineers	Engineer, Group 2
Process Engineer (Industrial)	17-2112 Industrial Engineers	Engineer, Group 3
Process Engineer (Materials)	17-2131 Materials Engineers	Engineer, Group 4
Process Engineer (Mechanical)	17-2141 Mechanical Engineers	Engineer, Group 4
Process Laboratory Specialist (Environmental Science)	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Procurement Manager	11-3061 Purchasing Managers	Manager, Group 3
Product Development Actuary	15-2011 Actuaries	Actuary
Product Development Manager (Architectural and	11-9041 - Architectural and Engineering Managers	Manager, Group 2
Product Engineer (Electronics)	17-2072 Electronics Engineers, except Computer	Engineer, Group 4
Product Engineer (Mechanical)	17-2141 Mechanical Engineers	Engineer, Group 4
Product Line Manager	13-1161 Market Research Analysts and Marketing Research	Business and Financial Operations Specialists, Group 4
Product Safety Consultant	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Product Safety Coordinator	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Product Safety Engineer	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Product Safety Manager	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Production Control Manager	11-3051 Industrial Production Managers	Manager, Group 3
Production Coordinator	11-3051 Industrial Production Managers	Manager, Group 3
Production Cost Estimator	13-1051 Cost Estimators	Business and Financial Operations Specialists, Group 4
Production Engineer (Industrial)	17-2112 Industrial Engineers	Engineer, Group 3
Production Engineer (Petroleum)	17-2171 Petroleum Engineers	Engineer, Group 1
Production Manager	11-3051 Industrial Production Managers	Manager, Group 3
Production Planner	13-1081 Logisticians	Business and Financial Operations Specialists, Group 3
Production Supervisor	11-3051 Industrial Production Managers	Manager, Group 3
Production Support Supervisor	11-3051 Industrial Production Managers	Manager, Group 3
Professional Land Surveyor	17-1022 Surveyors	Engineer, Group 5
Professor of Anthropology	19-3091 Anthropologists and Archeologists	Scientists and Science Technicians, Group 4
Program Analyst	13-1111 Management Analyst	Business and Financial Operations Specialists, Group 2
Program Management Analyst	13-1111 Management Analyst	Business and Financial Operations Specialists, Group 2
Program Manager	11-9199 Managers, All other	Manager, Group 2
Program Research Specialist	15-2041 Statisticians	Statistician
Project Engineer (Chemical)	17-2041 Chemical Engineers	Engineer, Group 2
Project Engineer (Civil)	17-2051 Civil Engineer	Engineer, Group 4
Project Engineer (Marine Engineering)	17-2121 Marine Engineers and Naval Architects	Engineer, Group 4
Project Engineer (Mining)	17-2151 Mining and Geological Engineers	Engineer, Group 3
Project Manager	11-9199 Managers, All other	Manager, Group 2
Project Superintendent	11-9021 Construction Managers	Manager, Group 3
Promotions Director	11-2011 Advertising and Promotions Managers	Manager, Group 1
Promotions Manager	11-2011 Advertising and Promotions Managers	Manager, Group 1
Property and Casualty Insurance Claims Examiner	13-1031 Claims Adjusters, Examiners, and Investigators	Business and Financial Operations Specialists, Group 4
Property Manager	11-9141 Property, Real Estate, and Community Association Managers	Manager, Group 3
Protohistorian	19-3093 Historian	Scientists and Science Technicians, Group 5
Psychologists, All Other	19-3039 Psychologists, all other	Scientists and Science Technicians, Group 3
Public Affairs Director	11-2031 Public Relations and Fundraising Mangers	Manager, Group 2
Public Affairs Specialist	27-3031 Public Relations Specialists	Public Relations Specialist
Public Health Microbiologist	19-1022 Microbiologists	Scientists and Science Technicians, Group 3
Public Health Sanitarian	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Public Health Specialist	19-1042 Medical Scientists, Except Epidemiologists	Scientists and Science Technicians, Group 1
Public Information Officer	27-3031 Public Relations Specialists	Public Relations Specialist
Public Relations Coordinator	27-3031 Public Relations Specialists	Public Relations Specialist
Public Relations Manager	11-2031 Public Relations and Fundraising Mangers	Manager, Group 2
Public Relations Specialist	27-3031 Public Relations Specialists	Public Relations Specialist
Public Safety Director	11-9161 Emergency Management Directors	Manager, Group 4
Publicity Director	11-2031 Public Relations and Fundraising Mangers	Manager, Group 2
Publicity Writer	27-3031 Public Relations Specialists	Public Relations Specialist
Purchasing Agent	13-1023 Purchasing Agents, Except Wholesale, Retail, and Farm	Business and Financial Operations Specialists, Group 4
Purchasing Director	11-3061 Purchasing Managers	Manager, Group 3
Purchasing Manager	11-3061 Purchasing Managers	Manager, Group 3
Purchasing Supervisor	11-3061 Purchasing Managers	Manager, Group 3
Quality Assurance Analyst (QA Analyst) (Food Science)	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Quality Assurance Inspector (QA Inspector) (Food	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Quality Assurance Manager (QA Manager) (Food	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Quality Assurance Specialist	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
Quality Assurance Supervisor (QA Supervisor) (Food	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Quality Assurance Technician (QA Technician) (Food	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Quality Control Analyst	13-1111 Management Analyst	Business and Financial Operations Specialists, Group 2
Quality Control Manager	11-3051 Industrial Production Managers	Manager, Group 3
Quality Control Supervisor	11-3051 Industrial Production Managers	Manager, Group 3
Quality Control Systems Manager	11-3051 Industrial Production Managers	Manager, Group 3
Quality Control Technician (QC Technician) (Food	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Quality Manager	11-3051 Industrial Production Managers	Manager, Group 3
Radiation Engineer	17-2161 Nuclear Engineers	Engineer, Group 3
Radio Frequency Identification Device Specialist	17-2072 Electronics Engineers, except Computer	Engineer, Group 4
Radiochemical Technician	19-4051 Nuclear Technicians	Scientists and Science Technicians, Group 3

Railroad Design Consultant	17-2051 Civil Engineer	Engineer, Group 4
Range Ecologist	19-1031 Conservation Scientists	Scientists and Science Technicians, Group 4
Reactor Engineer	17-2161 Nuclear Engineers	Engineer, Group 3
Real Estate Analyst	13-2051 FinancialAnalysts	Business and Financial Operations Specialists, Group 2
Real Estate Appraiser	13-2021 Appraisers and Assessors of Real Estate	Business and Financial Operations Specialists, Group 4
Real Estate Loan Officer	13-2072 Loan Officers	Business and Financial Operations Specialists, Group 1
Real Estate Manager	11-9141 Property, Real Estate, and Community Association Managers	Manager, Group 3
Records and Information Manager	11-3011 Administrative Services Managers	Manager, Group 3
Records Management Director	11-3011 Administrative Services Managers	Manager, Group 3
Recruiter	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4
Refinery Process Engineer	17-2041 Chemical Engineers	Engineer, Group 2
Registrar	11-9033 Education Administrator, Post Secondary	Manager, Group 3
Regulatory Affairs Manager	11-9199 Managers, All other	Manager, Group 2
Regulatory Environmental Compliance Engineer	17-2081 Environmental Engineers	Engineer, Group 3
Reliability Engineer	13-1081 Logisticians	Business and Financial Operations Specialists, Group 3
Remote Sensing Analyst	19-2099 Physical Scientists, all other	Scientists and Science Technicians, Group 3
Remote Sensing Program Manager	19-2099 Physical Scientists, all other	Scientists and Science Technicians, Group 3
Remote Sensing Scientist	19-2099 Physical Scientists, all other	Scientists and Science Technicians, Group 3
Remote Sensing Scientist and Technologist	19-2099 Physical Scientists, all other	Scientists and Science Technicians, Group 3
Research Agricultural Engineer	17-2021 Agricultural Engineers	Engineer, Group 5
Research Analyst	13-2051 FinancialAnalysts	Business and Financial Operations Specialists, Group 2
Research and Development Chemist	19-2031 Chemists	Scientists and Science Technicians, Group 3
Research and Development Engineer (Electronics)	17-2072 Electronics Engineers, except Computer	Engineer, Group 4
Research and Development Technician (Chemical)	19-4031 Chemical Technicians	Scientists and Science Technicians, Group 5
Research Archaeologist	19-3091 Anthropologists and Archeologists	Scientists and Science Technicians, Group 4
Research Assistant (Agricultural)	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Research Assistant (Biological)	19-4021 Biological Technicians	Scientists and Science Technicians, Group 5
Research Associate, (Agricultural)	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Research Associate, (Biological)	19-4021 Biological Technicians	Scientists and Science Technicians, Group 5
Research Coordinator - Natural Sciences	11-9121 Natural Sciences Manager	Manager, Group 2
Research Engineer (Biomedical)	17-2031 Biomedical Engineers	Engineer, Group 3
Research Engineer (Materials)	17-2131 Materials Engineers	Engineer, Group 4
Research Hydraulic Engineer	17-2051 Civil Engineer	Engineer, Group 4
Research Specialist, (Biological)	19-4021 Biological Technicians	Scientists and Science Technicians, Group 5
Research Technician (Agricultural)	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Research Technician (Biological)	19-4021 Biological Technicians	Scientists and Science Technicians, Group 5
Research Technician (Chemical)	19-4031 Chemical Technicians	Scientists and Science Technicians, Group 5
Reservoir Engineer	17-2171 Petroleum Engineers	Engineer, Group 1
Resource Biologist	19-4021 Biological Technicians	Scientists and Science Technicians, Group 5
Retirement Plan Specialist	13-1141 Compensation, Benefits, and Job Analysis Specialists	Business and Financial Operations Specialists, Group 4
Rheologist	19-2012 Physicists	Scientists and Science Technicians, Group 2
Risk and Insurance Consultant	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Risk Management Director	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Risk Management Specialists	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Risk Manager	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Rural Sociologist	19-3041 Sociologists	Scientists and Science Technicians, Group 3
Safety and Health Consultant	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Safety Engineer	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Sales Managers	11-2022 Sales Managers	Manager, Group 1
Salvage Engineer	17-2199 Engineers, all other	Engineer, Group 4
Sanitarian	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Sanitarian Specialist	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Sanitary Engineer	17-2081 Environmental Engineers	Engineer, Group 3
Scientific Database Curator	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Scientific Informatics Project Leader	19-1029 Biological Scientists, All other	Scientists and Science Technicians, Group 3
Seaport Planning Manager	19-3099 Social Scientists and Related Workers, All other	Scientists and Science Technicians, Group 4
Securities Analyst	13-2051 FinancialAnalysts	Business and Financial Operations Specialists, Group 2
Securities Research Analyst	13-2051 Financial Analyst	Business and Financial Operations Specialists, Group 2
Security Management Specialists	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
Security Managers	11-9199 Managers, All other	Manager, Group 2
Seed Analyst	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Seismic Engineer	17-2151 Mining and Geological Engineers	Engineer, Group 3
Seismic Observer	19-4041 Geological and Petroleum Technicians	Scientists and Science Technicians, Group 3
Seismologists	19-2042 Geoscientists, Except Hydrologists and Geographers	Scientists and Science Technicians, Group 2
Sensor Specialist	19-2099 Physical Scientists, all other	Scientists and Science Technicians, Group 3
Shipping Manager	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Shipping Supervisor	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Social and Community Service Manager	11-9151 Social and Community Service Managers	Manager, Group 4
Social Psychologist	19-3039 Psychologists, all other	Scientists and Science Technicians, Group 3
Social Science Research Assistant	19-4061 Social Science Research Assistants	Scientists and Science Technicians, Group 4
Social Scientists and Related Workers, All Other	19-3099 Social Scientists and Related Workers, All other	Scientists and Science Technicians, Group 4
Social Services Director	11-9151 Social and Community Service Managers	Manager, Group 4
Sociologist	19-3041 Sociologists	Scientists and Science Technicians, Group 3

Soil and Plant Scientist	19-1013 Soil and Plant Scientists	Scientists and Science Technicians, Group 4
Soil Conservation Technician	19-4093 Forest and Conservation Technicians	Scientists and Science Technicians, Group 5
Soil Conservationist	19-1031 Conservation Scientists	Scientists and Science Technicians, Group 4
Soil Engineer	17-2081 Environmental Engineers	Engineer, Group 3
Space Scientist	19-2021 Atmospheric and Space Scientists	Scientists and Science Technicians, Group 4
Special Agent	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Special Investigation Unit Investigator	13-2099 Financial Specialists, All other	Business and Financial Operations Specialists, Group 4
Staff Accountant	13-2013 Accountants and Auditors	Business and Financial Operations Specialists, Group 3
Staff Analyst	13-2031 Budget Analyst	Business and Financial Operations Specialists, Group 4
Staffing Coordinator	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4
Staffing Specialist	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4
Statistical Analyst	15-2041 Statisticians	Statistician
Statistical/Psychometric Consultant	15-2041 Statisticians	Statistician
Statistician	15-2041 Statisticians	Statistician
Stereo Compiler	17-1021 Cartographers and Photogrammetrists	Engineer, Group 5
Stereoplotter Operator	17-1021 Cartographers and Photogrammetrists	Engineer, Group 5
Storage and Distribution Manager	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Storage Manager	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Stores Supervisor	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Stratigraphers	19-2042 Geoscientists, Except Hydrologists and Geographers	Scientists and Science Technicians, Group 2
Structural Engineer	17-2051 Civil Engineer	Engineer, Group 4
Structures Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
Supervisory Examiner	13-2061 Financial Examiners	Business and Financial Operations Specialists, Group 1
Supply Chain Analyst	13-1081 Logisticians	Business and Financial Operations Specialists, Group 3
Supply Chain Director	11-9199 Managers, All other	Manager, Group 2
Supply Chain Engineer	17-2112 Industrial Engineers	Engineer, Group 3
Supply Chain Manager	11-9199 Managers, All other	Manager, Group 2
Surface Hydrologist	19-2043 Hydrologists	Scientists and Science Technicians, Group 3
Surface Water Manager	17-2081 Environmental Engineers	Engineer, Group 3
Survey Methodologist	19-3022 Survey Researchers	Scientists and Science Technicians, Group 4
Survey Party Chief	17-1022 Surveyors	Engineer, Group 5
Survey Questionnaire Designer	19-3022 Survey Researchers	Scientists and Science Technicians, Group 4
Survey Researchers	19-3022 Survey Researchers	Scientists and Science Technicians, Group 4
Survey Specialist	19-3022 Survey Researchers	Scientists and Science Technicians, Group 4
Surveyor	17-1022 Surveyors	Engineer, Group 5
Sustainability Specialist	13-1199 Business Operations Specialists, All other	Business and Financial Operations Specialists, Group 3
System Engineer (Aerospace)	17-2011 Aerospace Engineers	Engineer, Group 3
System Engineer (Mechanical)	17-2141 Mechanical Engineers	Engineer, Group 4
System Engineer (Nuclear)	17-2161 Nuclear Engineers	Engineer, Group 3
System Safety Engineer	17-2111 Health and Safety Engineers, Except Mining Safety	Engineer, Group 4
Systems Engineer	17-2011 Aerospace Engineers	Engineer, Group 3
Systems Engineer (Logistician)	13-1081 Logisticians	Business and Financial Operations Specialists, Group 3
Tax Examiners and Collectors, and Revenue Agents	13-2081 Tax Examiners and Collectors, and Revenue Agents	Business and Financial Operations Specialists, Group 4
Tax Investigator	13-2081 Tax Examiners and Collectors, and Revenue Agents	Business and Financial Operations Specialists, Group 4
Tax Preparer	13-2082 Tax Preparers	Business and Financial Operations Specialists, Group 4
Technical Recruiter	13-1071 Human Resources Specialists	Business and Financial Operations Specialists, Group 4
Technical Services Analyst (Food Science)	19-4011 Agricultural and Food Science Technicians	Scientists and Science Technicians, Group 5
Telecommunication Engineer	17-2072 Electronics Engineers, except Computer	Engineer, Group 4
Test and Balance Engineer	17-2199 Engineers, all other	Engineer, Group 4
Test Engineer (Aerospace)	17-2011 Aerospace Engineers	Engineer, Group 3
Test Engineer (Electronics)	17-2072 Electronics Engineers, except Computer	Engineer, Group 4
Test Engineer (Materials)	17-2131 Materials Engineers	Engineer, Group 4
Timber Management Specialist	19-1032 Foresters	Scientists and Science Technicians, Group 5
Timber Management Technician	19-4093 Forest and Conservation Technicians	Scientists and Science Technicians, Group 5
Time Study Statistician	15-2041 taticians	Statistician
Tool and Die Engineer	17-2141 Mechanical Engineers	Engineer, Group 4
Tool Engineer	17-2112 Industrial Engineers	Engineer, Group 3
Topographer	17-1021 Cartographers and Photogrammetrists	Engineer, Group 5
Toxicologist	19-1042 Medical Scientists, Except Epidemiologists	Scientists and Science Technicians, Group 1
Trace Evidence Technician	19-4092 Forensic Science Technicians	Scientists and Science Technicians, Group 4
Traffic Engineer	17-2051 Civil Engineer	Engineer, Group 4
Traffic Operations Engineer	17-2051 Civil Engineer	Engineer, Group 4
Trainer	13-1151 Training and Development Specialists	Business and Financial Operations Specialists, Group 4
Training and Development Coordinator	11-3131 Training and Development Managers	Manager, Group 3
Training and Development Manager	11-3131 Training and Development Managers	Manager, Group 3
Training and Development Specialist	13-1151 Training and Development Specialists	Business and Financial Operations Specialists, Group 4
Training Coordinator	13-1151 Training and Development Specialists	Business and Financial Operations Specialists, Group 4
Training Director	11-3131 Training and Development Managers	Manager, Group 3
Training Manager	11-3131 Training and Development Managers	Manager, Group 3
Transit Planning Director	19-3099 Social Scientists and Related Workers, All other	Scientists and Science Technicians, Group 4
Transportation Engineer	17-2051 Civil Engineer	Engineer, Group 4
Transportation Manager	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Transportation Planner	19-3099 Social Scientists and Related Workers, All other	Scientists and Science Technicians, Group 4

Transportation, Storage and Distribution Manager	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Trend Investigator	15-2041 Statisticians	Statistician
Urban and Regional Planners	19-3051 Urban and Regional Planners	Scientists and Science Technicians, Group 4
User Experience Team Lead	17-2112 Industrial Engineers	Engineer, Group 3
Validation Engineer	17-2199 Engineers, all other	Engineer, Group 4
Vehicle Damage Appraiser	13-1032 Insurance Appraisers, Auto Damage	Business and Financial Operations Specialists, Group 4
Virologist	19-1022 Microbiologists	Scientists and Science Technicians, Group 3
Vocational Psychologist	19-3031 Clinical, Counseling, and School Psychologists	Scientists and Science Technicians, Group 4
Vocational Rehabilitation Administrator	11-9151 Social and Community Service Managers	Manager, Group 4
Volcanologist	19-2042 Geoscientists, Except Hydrologists and Geographers	Scientists and Science Technicians, Group 2
Wage and Salary Administrator	11-3111 Compensation and Benefits Managers	Manager, Group 2
Warehouse Manager	11-3071 Transportation, Storage, and Distribution Managers	Manager, Group 3
Waste Minimization Technician	19-4091 Environmental Science and Protection Technicians, Including	Scientists and Science Technicians, Group 5
Water and Waste Services Director	17-2081 Environmental Engineers	Engineer, Group 3
Water and Waste Services Engineer	17-2081 Environmental Engineers	Engineer, Group 3
Water Pollution Scientist	19-2041 Environmental Scientists and Specialists, Including Health	Scientists and Science Technicians, Group 3
Water Resources Engineer - Natural Sciences	11-9121 Natural Sciences Manager	Manager, Group 2
Water Reuse Program Manager	17-2081 Environmental Engineers	Engineer, Group 3
Water Team Leader	11-9121 Natural Sciences Manager	Manager, Group 2
Water Treatment Plant Engineer	17-2081 Environmental Engineers	Engineer, Group 3
Weather Analyst	19-2021 Atmospheric and Space Scientists	Scientists and Science Technicians, Group 4
Weather Forecaster	19-2021 Atmospheric and Space Scientists	Scientists and Science Technicians, Group 4
Web Content Writer	27-3043 Writers and Authors	Writer
Welding Engineer	17-2131 Materials Engineers	Engineer, Group 4
Wholesale and Retail Buyer, Except Farm Products	13-1022 Wholesale and Retail Buyers, Except Farm Products	Business and Financial Operations Specialists, Group 4
Wildlife Biologist	19-1023 Zoologists and Wildlife Biologists	Scientists and Science Technicians, Group 3
Wildlife Biology Technician	19-4021 Biological Technicians	Scientists and Science Technicians, Group 5
Wildlife Technician	19-4021 Biological Technicians	Scientists and Science Technicians, Group 5
Wind Energy Operations Managers	11-9199 Managers, All other	Manager, Group 2
Wind Energy Project Managers	11-9199 Managers, All other	Manager, Group 2
Workforce Development Specialist	13-1151 Training and Development Specialists	Business and Financial Operations Specialists, Group 4
Writer	27-3043 Writers and Authors	Writer
Youth Program Director	11-9151 Social and Community Service Managers	Manager, Group 4
Zoologist	19-1023 Zoologists and Wildlife Biologists	Scientists and Science Technicians, Group 3

<b>SHEET-SPECIFIC INSTRUCTIONS</b>	
<b>Sheet Name</b>	<b>Instruction</b>
Section B - CLIN Totals	[No additional instructions]
B.5.2 Ceiling Indirect Rates	[No additional instructions]
Indirect Rates	[No additional instructions]
x001 Detail	<p>Instructions: Within this single sheet, clearly provide the full buildup of estimated cost/ price for CLINs 0001, 1001, 2001, 3001, and 4001. Clearly identify all applicable rates and percent and dollar amount additions. Clearly demonstrate how the Proposed Direct Labor Rate progresses to the Proposed Fully Burdened Labor Rate. Insert additional rows as needed to fully demonstrate the buildup of estimated cost/ price.</p> <p>In Column A, limit your entry to the choices in the drop-down menu (i.e., CLIN 0001, CLIN 1001, CLIN 2001, CLIN 3001, or CLIN 4001). In Column B, limit your entry to the choices in the drop-down menu (i.e., Task 1, Task 2, etc.).</p> <p>Insert a separate row for each task in each CLIN for each individual. For instance, if Person 1 is working on Tasks 1 and 5 in each of the five years of the task order, the sheet would contain ten rows for that person: CLIN 0001 Task 1 hours; CLIN 0001 Task 5 hours; CLIN 1001 Task 1 hours; CLIN 1001 Task 5 hours; CLIN 2001 Task 1 hours; etc. If Person 2 is working all five tasks in each of the five years of the task order, the sheet would contain 25 rows related to Person 2.</p> <p>The offeror shall ensure there is consistency in the level of effort (Total hours) between the Project Staffing Plan (Section J, Attachment R) provided in Part III and the Cost/Price Workbook (Section J, Attachment Q) provided in Part II, being cognizant of rounding issues.</p>
x001 Summary	[No additional instructions]
x001 Subcontractor Summary	[No additional instructions]

<b>GENERAL INSTRUCTIONS</b>
The offeror may add additional sheets (a.k.a. "tabs") to this Excel file as needed.

BASE PERIOD				
CLIN	Description	Cost	Award Fee %	Total CPAF
0001	Labor (Tasks 1-5)			
0002	ISR Platform Utilization Including Indirect Handling Rate(s) _____ %	\$65,005,246		
CLIN	Description			Total CR
0003	Long-Distance Travel Including Indirect Handling Rate _____ %		NTE	\$5,700,000
0004	ODCs Including Indirect Handling Rate(s) _____ %		NTE	\$4,794,754
CLIN	Description			Total Ceiling Price
0005	CAF		NTE	Enter amount in accordance with the proposed amount and the OASIS rate.
<b>TOTAL CEILING BASE PERIOD CLINs</b>				

OPTION PERIOD 1				
CLIN	Description	Cost	Award Fee %	Total CPAF
1001	Labor (Tasks 1-5)			
1002	ISR Platform Utilization Including Indirect Handling Rate(s) _____ %	\$68,262,460		
CLIN	Description			Total CR
1003	Long Distance Travel Including Indirect Handling Rate _____ %		NTE	\$7,100,000
1004	ODCs Including Indirect Handling Rate(s) _____ %		NTE	\$5,037,540
CLIN	Description			Total Ceiling Price
1005	CAF		NTE	Enter amount in accordance with the proposed amount and the OASIS rate.
<b>TOTAL CEILING OPTION PERIOD 1 CLINs</b>				

OPTION PERIOD 2				
CLIN	Description	Cost	Award Fee %	Total CPAF
2001	Labor (Tasks 1-5)			
2002	ISR Platform Utilization Including Indirect Handling Rate(s) _____ %	\$79,424,447		
CLIN	Description			Total CR
2003	Long Distance Travel Including Indirect Handling Rate _____ %		NTE	\$7,300,000
2004	ODCs Including Indirect Handling Rate(s) _____ %		NTE	\$6,375,553
CLIN	Description			Total Ceiling Price
2005	CAF		NTE	Enter amount in accordance with the proposed amount and the OASIS rate.
<b>TOTAL CEILING OPTION PERIOD 2 CLINs</b>				

OPTION PERIOD 3				
CLIN	Description	Cost	Award Fee %	Total CPAF
3001	Labor (Tasks 1-5)			
3002	ISR Platform Utilization Including Indirect Handling Rate(s) _____ %	\$79,493,964		
CLIN	Description			Total CR
3003	Long Distance Travel Including Indirect Handling Rate _____ %		NTE	\$7,300,000
3004	ODCs Including Indirect Handling Rate(s) _____ %		NTE	\$6,406,036
CLIN	Description			Total Ceiling Price
3005	CAF		NTE	Enter amount in accordance with the proposed amount and the OASIS rate.
<b>TOTAL CEILING OPTION PERIOD 3 CLINs</b>				

OPTION PERIOD 4				
CLIN	Description	Cost	Award Fee %	Total CPAF
4001	Labor (Tasks 1-5)			
4002	ISR Platform Utilization Including Indirect Handling Rate(s) _____ %	\$82,890,213		

CLIN	Description		Total CR
4003	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$7,500,000
4004	ODCs Including Indirect Handling Rate(s) _____%	NTE	\$6,709,787
CLIN	Description		Total Ceiling Price
4005	CAF	NTE	Enter amount in accordance with the proposed amount and the OASIS rate.
<b>TOTAL CEILING OPTION PERIOD 4 CLINs</b>			
<b>GRAND TOTAL ALL CLINS</b>			

**Instructions:** ISR Platform Utilization, Long Distance Travel and Materials, Equipment, and ODC costs incurred may be burdened with the offeror's indirect/material handling rate(s) in accordance with TOR section B.5.2. (Add rows as necessary to add additional indirect rates.)

The offeror asserts that the indirect handling rates specified in the table below will serve as Not To Exceed ceiling rates over the term of the Task Order.

Offerors are reminded that all costs shall be fully supported by the narrative in the Cost/ Price Supporting Documentation.

<b>CLIN</b>	<b>Description</b>	<b>Base Period</b>	<b>First Option Period</b>	<b>Second Option Period</b>	<b>Third Option Period</b>	<b>Fourth Option Period</b>
X002	ISR Platform Utilization	[insert rate %]	[insert rate %]	[insert rate %]	[insert rate %]	[insert rate %]
X003	Long Distance Travel	[insert rate %]	[insert rate %]	[insert rate %]	[insert rate %]	[insert rate %]
X004	Other Direct Costs	[insert rate %]	[insert rate %]	[insert rate %]	[insert rate %]	[insert rate %]

**Historical Indirect Rates**

For each indirect rate element used in development of the estimated cost/price, provide the actual historical rates realized from 2015 through 2019, including the actual historical amounts for the applicable Pool and Base. Additionally, provide the actual historical amounts realized for Revenue and Total Direct Labor for the applicable cost center.

Historical Period		2015	2016	2017	2018	2019
Revenue		[insert applicable \$ amount realized]				
Total Direct Labor		[insert applicable \$ amount realized]				
[Insert Indirect Rate Element]	Pool	[insert applicable \$ amount realized]				
	Base	[insert applicable \$ amount realized]				
	Rate	[ Pool / Base in %]				
[Insert Indirect Rate Element]	Pool	[insert applicable \$ amount realized]				
	Base	[insert applicable \$ amount realized]				
	Rate	[ Pool / Base in %]				
[Insert additional rows for each Historical Indirect Rate Element ]						

**Proposed Indirect Rates**

For each indirect rate element used in development of the estimated cost/price, provide the Proposed Indirect Rate for each period. All costs shall be fully supported by the narrative in the Cost/Price Supporting Documentation. If the Proposed Indirect Rate is a blended/weighted rate, please provide the proposed rate as a calculation/formula in each cell.

Period of Performance	Base Period	First Option Period	Second Option Period	Third Option Period	Fourth Option Period
[Insert Proposed Rate Element]	[insert proposed rate % for period]				
[Insert Proposed Rate Element]	[insert proposed rate % for period]				
[Insert additional rows, as needed]	[insert proposed rate % for period]				

CLIN	Task	Task Hour	Proposed Labor Category	OASIS Labor Category	Corporate or FPRA Labor Category	Corporate Labor Code	Name of Personnel	SOC ID.	Key Personnel	Prime Contractor or Subcontractor?	Location	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate (\$)	Rate Buildup (Direct Labor plus all applicable loads)	Proposed Fully Burdened Labor Rate (\$)	Extended Value (\$)	Award Fee Percentage (%)	Award Fee Amount (\$)	Total Estimated Cost Plus Award Fee (\$)	Notes
Choose the applicable CLIN from Drop Down selections	Choose the applicable Task from Drop Down selections	Insert total hours	Insert the proposed labor category	Insert applicable OASIS Pool One labor category.	Insert the applicable Corporate or FPRA labor category	Insert applicable corporate labor code	Identify Proposed Personnel by Name or TBD	Insert applicable OMB SOC ID (e.g. 17-2011)	Indicate whether this is a Key personnel (Yes/No)	Insert the name of the company this individual works for.	Insert the location	If applicable, insert the applicable indirect rate cost center.	Insert, in dollars, the base unclassified direct labor rate for this labor category	The offeror shall insert rates columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It shall be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.	Insert the fully burdened labor rate.	Total Extended Price (Hours x Proposed Fully Burdened Labor Rate)	Insert Applicable Award Fee Percent	Insert Award Fee Amount	(Extended Value + Award Fee Amount)	Insert any pertinent notes.

Number of hours in a Man-Year:

In accordance with TOR Section L.5.2.3 (Tab H), provide a summary total for each element of cost (e.g., direct labor, overhead, fringe, General and Administrative (G&A), Facilities Capital Cost of Money (FCCM), fee, etc.).										
CLIN	Prime Labor Dollars	Labor Overhead	Subcontract Dollars	Material Handling	G&A	Fringe	FCCM	Total Cost	Fee	Total Price
0001										\$ -
1001										
2001										
3001										
4001										
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Instructions:** Use this table to summarize the Total Hours, Total Estimated Cost, Award Fee Amount, and Total Estimated Cost Plus Award Fee for each CPAF Task. This table includes the total amounts for CLINs x001

TASK Summary Sheet CLINs x001				
A	B	C	D	E
Task Area	Total hours	Total Estimated Cost	Award Fee Amount	Total Estimated Cost Plus Award Fee
	Insert total hours per task area for labor.	Insert proposed total estimated cost per task area for labor.	Insert proposed total Award Fee Amount.	Insert proposed total estimated cost plus Award Fee for labor. (Sum of Columns C and D)
1				\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
<b>Base Period Total</b>	-	\$ -	\$ -	\$ -
1				\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
<b>First Option Period Total</b>	-	\$ -	\$ -	\$ -
1				\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
<b>Second Option Period Total</b>	-	\$ -	\$ -	\$ -
1				\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
<b>Third Option Period Total</b>	-	\$ -	\$ -	\$ -
1				\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
<b>Fourth Option Period Total</b>	-	\$ -	\$ -	\$ -
<b>Task Order Total (CLIN X001)</b>	-	\$ -	\$ -	\$ -

x001 Escalation Rates				
Base Period	Option Year One 1	Option Year Two	Option Year Three	Option Year Four
%	%	%	%	%



<b>INSTRUCTIONS -- Fill in only the columns/colors per instructions below. DO NOT delete or sort any rows in this spreadsheet.</b>
1. Each tab (for each period) must list all proposed staff, whether they are used in a particular performance period or not. If proposing staff in one or more, but not all periods (e.g., only for surge periods), zero out the hours for staff during the performance period in which staff is not proposed to work. DO NOT delete or sort any rows in this spreadsheet.
2. In the functional roles column, include not only the Functional Role title, but also a description of the duties and/or tasks performed by the individual in that role. This is regardless of whether there is a named individual proposed for the Functional Role or if it is To Be Determined (TBD).
3. In the qualifications column, include the qualifications, expertise and certification(s) of the proposed individual, or, if an individual has not yet been identified, include the qualifications, expertise, and certifications to fill the requirements of the position.
4. Each row should represent one proposed personnel regardless of whether a name is provided or TBD. For example, for ten TBD Data Analysts, use ten rows; specify in each row the hours, functional role description, clearance level at time of proposal submission, qualifications, expertise, certifications, etc. of the proposed individual/position. DO NOT combine the hours for ten TBD Data Analysts into one row.

<b>OASIS Contracts Only: Proposing Specialized Labor Categories</b>
There are 104 OASIS labor categories (covering 127 OMB SOC occupations and over 1,000 typical industry job titles), and GSA is in the process of adding new ones. Offerors may propose specialized labor category(ies) (e.g., for IT services) only if necessary to meet the requirements of an ancillary task in the SOW. Offerors proposing additional labor category(ies) for an OASIS contract must complete Columns G-L on this spreadsheet. NOTE: Any specialized labor category proposed must be within the scope of OASIS.
1. Column G: Provide the title of the specialized labor category (LC).
2. Column H: Provide the expertise and qualifications required for the specialized LC so that evaluators may assess whether or not proposed personnel meet the requirements of the specialized LC.
3. Column I: Include the section(s) of the SOW (e.g., Section C.4.5.5, etc.), that refer(s) to the tasks to be performed by the personnel in the specialized LC. Include the level of detail necessary (task, subtask) so that the Government can identify the task for which the specialized LC is proposed.
4. Column J: Provide the rationale for proposing the specialized LC. This may be provided in an appendix and limited to 250 words per specialized LC.
5. Column K: If an OMB SOC occupation maps to the specialized LC being proposed, enter applicable SOC and then complete Column L.
6. Column L: Briefly state the non-OASIS OMB SOC occupations that were considered and why they were not appropriate or did not fit the Task Order requirements.











## ATTACHMENT S KEY PERSONNEL QUALIFICATION MATRIX

The following is an example of how the Key Personnel Qualification Matrix shall map to Section H.3 of the Task Order Request (TOR). The example describes the required and desired qualifications for a Program Manager (PM) designated as “Key,” and shows how the Key Personnel Qualification Matrix shall be formatted.

### **H.3.1 PROGRAM MANAGER (PM)**

It is required that the PM has the following qualifications:

- a. Employee of the prime contractor.
- b. Current Top Secret (TS) clearance with Sensitive Compartmented Information (SCI) eligibility.

It is desired that the PM has the following qualifications:

- a. Current Project Management Institute (PMI) Project Management Professional, Program Management Professional (PgMP).
- b. A minimum of ten years of experience planning, directing, coordinating, and managing the contractor’s proposed methodologies and approach for a program similar in scope and complexity to this TO.
- c. Experience working in intergovernmental and/or military-security alliance environments.
- d. Experience piloting and/or managing flight operations for ISR airborne platforms in austere environments.
- e. Experience managing performance-based projects and/or programs with multiple OCONUS performance locations.
- f. Experience with regulations and processes required when working with countries within the USSOUTHCOM AOR.

Note: Multiple pages for each Key Personnel Qualification Matrix are acceptable. See page limitations in TOR Section L.6.3, Key Personnel Qualification Matrix.

## KEY PERSONNEL QUALIFICATION MATRIX

<b>Proposed Key Personnel Name:</b>	
<b>Proposed Key Personnel Position:</b> Program Manager	
<b>Proposed OASIS Labor Category:</b>	
<b>Proposed Key Personnel meets the requirements of the proposed OASIS Labor Category (Yes /No):</b>	
<b>Proposed Key Personnel meets the Security Requirements in TOR Section H.7.2 (Yes/No):</b>	
<b>Date(s) of most recent investigation and Counterintelligence Scope Polygraph (CSP):</b>	
<b>Type of investigation completed (e.g., Single Scope Background Investigation (SSBI) or SSBI-Periodic Reinvestigation (SSBI-PR)):</b>	
<b>Agency/agencies that conducted the investigation and CSP:</b>	
<b>Proposed Key Personnel is available to begin work on the Start Date designated in TOR Section L.3 (Yes/No):</b>	
<b>Rationale for the proposed OASIS Labor Category:</b>	
<b>Rationale for/value of the proposed additional Key Personnel position (as applicable):</b> N/A	
<b>REQUIRED QUALIFICATIONS</b>	
<b>Description of Qualifications and Experience (e.g., Place of Work, Official Title for Each Position Held, etc.)</b>	
<b>Yes/No</b>	H.3.1.a Employee of the prime contractor.
<b>Yes/No</b>	H.3.1.b Current Top Secret (TS) clearance with Sensitive Compartmented Information (SCI) eligibility.
<b>DESIRED QUALIFICATIONS</b>	
<b>Description of Qualifications and Experience (e.g., Place of Work, Official Title for Each Position Held, etc.)</b>	
<b>Years of Experience (month/year)</b>	H.3.1.a Current Project Management Institute (PMI) Project Management Professional (PMP), Program Management Professional (PgMP) certification.

## KEY PERSONNEL QUALIFICATION MATRIX

<b>Years of Experience (month/year)</b>	H.3.1.b A minimum of ten years of experience planning, directing, coordinating, and managing the contractor’s proposed methodologies and approach for a program similar in scope and complexity to this TO.
<b>Years of Experience (month/year)</b>	H.3.1.c Experience working in intergovernmental and/or military-security alliance environments.
<b>Years of Experience (month/year)</b>	H.3.1.d Experience piloting and/or managing flight operations for ISR airborne platforms in austere environments.
<b>Years of Experience (month/year)</b>	H.3.1.e Experience managing performance-based projects and/or programs with multiple OCONUS performance locations.
<b>Years of Experience (month/year)</b>	H.3.1.f Experience with regulations and processes required when working with countries within the USSOUTHCOM AOR.



**ATTACHMENT T  
CORPORATE EXPERIENCE TEMPLATE**

<b>Corporate Experience Example (insert #)</b>	
<b>Awarding Agency:</b>	
<b>Program/Project Title:</b>	
TO/Contract number:	
Contract vehicle (e.g., IDIQ, GSA Schedule, GWAC): and name:	
Contract ceiling per year and in total:	
Total amount of funding applied per year and in total:	
Number of contractor personnel supporting the effort:	
Contractor's role – prime or subcontractor and percentage and type of work performed:	
Period of performance (month/year for beginning and end) all years:	
Contract type (FFP, T&M, CPFF, etc.):	
Security level of work:	
Organization supported:	
POC #1 to contact – Government COR (name, current telephone number, and email address):	
POC #2 to contact – Alternate POC (name, current telephone number, and email address):	
<b>Project Overview</b>	
Description of the work performed including the services provided, how it relates to the TOR (Tasks and Subtasks of Section C), and relevance in terms of size, scope, and/or complexity.	
<b>Roles and Responsibilities</b>	
Description of the offeror's roles and responsibilities and how it relates to the TOR requirements.	



## Instructions for Accessing MARLINS eRR

### What is an eRR?

A supplement to the TOR and its attachments, an eRR is a repository of additional documents provided to Industry Partners (IPs) that are considering submitting a proposal in response to a TOR. The eRR is distinguished from the TOR in three primary ways: (1) eRR access is limited to certain approved parties, (2) there are Rules of Behavior (RoB) governing eRR access, and (3) parties accessing the eRR are required to sign a Non-Disclosure Agreement (NDA). The eRR itself is comprised of a set of documents contained in a folder in a GSA Google Drive.

### Who may access eRR documents?

Requests to gain access to the MARLINS eRR may only be submitted by vendors with an OASIS Pool 3 Unrestricted contract. However, as part of its request, an OASIS Pool 3 Unrestricted contract-holder may request access for partners (e.g., anticipated subcontractors) that do not themselves hold an OASIS Pool 3 Unrestricted contract.

### How do I request access to the MARLINS eRR?

An OASIS Pool 3 Unrestricted contract-holder can request access to the MARLINS eRR by sending one email as shown below. The email must originate from the Industry Partner's work email domain name; no emails from personal email addresses will be accepted.

- **To:** the FEDSIM Contract Specialist (CS), Aida Abedini ([aida.abedini@gsa.gov](mailto:aida.abedini@gsa.gov)), with a cc: to the Contracting Officer (CO), Steve Madsen ([steve.madsen@gsa.gov](mailto:steve.madsen@gsa.gov)).
- **Subject line:** "Request for access to MARLINS eRR (name of industry partner)" (e.g., "Request for access to MARLINS eRR (ABC Corp.)")
- **Body:**
  - Prime contractor's Data Universal Numbering System (DUNS) number
  - Prime contractor's OASIS Pool 3 Unrestricted contract number
  - Prime contractor's point of contact (POC) for managing eRR access (name, email, phone)
  - Prime contractor's MARLINS GACA email address (i.e., GSA.companyname.MARLINS@gmail.com)
    - List of individuals from prime contractor who will be using this login credential to gain access to the eRR
  - Partner 1's MARLINS GACA email address (optional)
    - List of individuals from Partner 1 who will be using this login credential to gain access to the eRR
  - Partner 2's MARLINS GACA email address (optional)
    - List of individuals from Partner 2 who will be using this login credential to gain access to the eRR
  - Partner 3's MARLINS GACA email address (optional) et cetera
    - List of individuals from Partner 3 who will be using this login credential to gain access to the eRR
- **Attachments:**
  - NDA (see template attached) signed by a person authorized to bind the prime contractor.

- Rules of Behavior (see template attached) signed by a person authorized to bind the prime contractor.

**Example:**

From: JSmith@abc.com  
To: aida.abedini@gsa.gov  
Cc: steve.madsen@gsa.gov  
Subject: Request for access to MARLINS eRR (ABC Corp.)

On behalf of ABC Corp., I am writing to request access to the MARLINS electronic Reading Room (eRR) for specific individuals at ABC Corp. and our partners Great Co. and XYZ Inc. The signed NDA and RoB are attached.

- ABC Corp. DUNS: 123456789
- ABC Corp. OASIS Pool 3 contract number: GS00Q14OADU123
- ABC Corp. POC for managing MARLINS eRR access: Jane Smith, JSmith@abc.com, 202-123-4567
- ABC Corp MARLINS GACA email address: GSA.ABCCorp.MARLINS@gmail.com
  - Individuals who will be using this login credential to access the eRR: Jane Smith, Tom Jones, and Sarah Anand.
- Partner 1: Great Co. MARLINS GACA email address: GSA.GreatCo.MARLINS@gmail.com
  - Individuals who will be using this login credential to access the eRR: Li Yang.
- Partner 2: XYZ Inc. MARLINS GACA email address: GSA.XYZInc.MARLINS@gmail.com.com
  - Individuals who will be using this login credential to access the eRR: Bob Henderson and Juana Martinez.

*[Attachments to this email would include the following: Attachment 1: A single Non-Disclosure Agreement signed by a person authorized to bind ABC Corp. The document would have been modified to change “[CONTRACTOR]” to “ABC Corp.,” and Section 3 would list out Jane Smith, Tom Jones, Sarah Anand, Li Yang, Bob Henderson, and Juana Martinez. Attachment 2: A single Rules of Behavior signed by a person authorized to bind ABC Corp.]*

Requests for access to the eRR are encouraged to be submitted by the soft deadline listed above. Qualifying requests submitted within 7 days of TOR release will be accepted; requests submitted after that date will be considered at the Government’s discretion. If, after a request has been granted, you need to amend the request (e.g., remove someone or add someone), please reply to the existing email chain, clearly disclose what change is being sought, and include any updated signed NDA. The contractor shall not share login credentials with any individual until an NDA with that person’s name listed in Section 3 has been signed by the FEDSIM Contracting Officer.

Note that individuals from the same company will be sharing login credentials. In the example above, Jane Smith, Tom Jones, and Sarah Anand will all be using the same login (i.e., username: GSA.ABCCorp.MARLINS@gmail.com), and Bob Henderson and Juana Martinez will be using the same login (i.e., username: GSA.XYZInc.MARLINS@gmail.com.com).

**How do I create a GACA email address?**

Separate GACA email addresses should be created for each of the contractor and its partners at <http://mail.google.com/mail/signup>. The naming convention for the GACA email address should be as follows: GSA.companyname.MARLINS@gmail.com. Complete all required fields, accept the Terms of Service, and submit the request. Set up 2-Step Verification (also known as two-factor authentication) using a smart phone that can receive simple messages (mandatory).

**When will the eRR open? And will its contents change over time?**

The Government anticipates opening the eRR on or about the date listed above. When documents are added, changed, or removed in the eRR, the Government will provide notice to eRR POCs so that they are aware of any such changes.

**Additional Questions**

If you have any questions regarding this requirement, you may contact the FEDSIM Contract Specialist, Aida Abedini, at [aida.abedini@gsa.gov](mailto:aida.abedini@gsa.gov), with a cc: to the FEDSIM Contracting Officer, Steve Madsen, at [steve.madsen@gsa.gov](mailto:steve.madsen@gsa.gov)









PART #	PARAGRAPH #	PARAGRAPH TITLE	QUESTION	GOVERNMENT RESPONSE

[Enter date]

[Enter FEDSIM Contracting Officer or Contract Specialist Name]

GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405

Subject: Task Order Request (TOR) 47QFCA21R0012 Key Personnel Letter of  
Commitment

Dear [Mr. or Ms.] [Enter FEDSIM Contracting Officer or Contract Specialist Name]:

I, [enter proposed Key Personnel's first and last name], hereby commit to serve as the [enter proposed Key Personnel's position title] in response to TOR 47QFCA21R0012, upon award of the resultant Task Order. I certify that the information submitted in the Key Personnel Qualification Matrix is accurate. Furthermore, I certify that I am currently an employee of [enter offeror name]. I am committed and available to begin work on the Project Start date indicated in TOR Section L.3.

I have read and personally signed this Letter of Commitment.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**DoD Business Rules for the  
Synchronized Predeployment and  
Operational Tracker (SPOT)**

**5/10/2018**

# DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)

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## AMENDMENT HISTORY

Document Version	Approval Date	Modified By	Section, Page(s); Text Revised
1.0	1/21/2014	N/A	Original
2.0	11/21/2014	SPOT PMO	<ul style="list-style-type: none"> <li>• Compliance, 3/4; Updated publication dates and removed rescinded DFARS Clause 252.225.7039</li> <li>• Updated Government Furnished Services (GFS) to Authorized Government Services (AGS) throughout the document</li> <li>• KO Business Rules / Approve and Sign the LOA, 12; Added a requirement for a review and approve or denial of an LOA</li> <li>• CA Business Rules, 13; Modified the requirements for creating a Foreign Identification Number (FIN)</li> <li>• CA Business Rules / Deployment Dates, 13; Added a requirement to modify the estimated start date or cancel the deployment in certain circumstances</li> <li>• CA Business Rules / Countries to be Visited, 13; Changed the rule for Countries to be Visited</li> <li>• CA Business Rules / Complete Eligibility Requirements and Establish Deployment Itinerary, 15; Added a requirement to update weapon information</li> <li>• Appendix 1: Abbreviations, 19; Updated Abbreviations as necessary</li> <li>• Appendix 2: Definitions, 22; Removed Dependents Authorized and Fuel Authorized</li> <li>• Appendix 3: Sample LOA, 26; Replaced</li> </ul>
3.0	2/2/2015	SPOT PMO	CA Business Rules/ 12; Added new FIN rules procedure
4.0	2/20/2015	SPOT PMO	<ul style="list-style-type: none"> <li>• Compliance/ Updated with updated CENTCOM Class Deviation 2015-O0009 / pg. 4</li> <li>• CA Business Rules/ Inserted new mandatory guidance for the visa</li> </ul>
4.1	2/25/2016	SPOT PMO	NOTE on AFRICOM Class Deviation 2016-O0006 20160222 pg. 9

## DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)

<b>Document Version</b>	<b>Approval Date</b>	<b>Modified By</b>	<b>Section, Pages(s); Text Revised</b>
4.2	1/1/2017	SPOT PMO	Policy and Web link updates
4.3	9/27/17	SPOT PMO	Release of Deviation 2017-O004, supersedes Class Deviation 2015-O0009
4.4	2/5/18	SPOT PMO	Update to include the new GUID (replaces the FIN on LN/TCN deployments) requirement Update to reference the DD-2875 requirement for all Contractors requesting a Government role, pg. 16.
4.5	5/10/18	SPOT PMO	Amend the SPOT Business Rules to reflect the USFOR-A requirement that SPOT data for Afghanistan deployments be affirmed in SPOT by Company Admins every 30 days, pg. 17 & pg. 19.

# DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)

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## PURPOSE

This document facilitates the implementation of the Synchronized Predeployment and Operational Tracker (SPOT) as the federal government database for the tracking and accountability of contractor personnel and equipment during contingencies, by defining the SPOT procedures and policies (“who” does “what” and “why”) for all Department of Defense (DoD) SPOT users. <sup>1</sup> This document provides an overview of the compliance requirements for SPOT, defines the roles, responsibilities and business rules for using the system, and the requirements to input and update information within the system. Instructions on how to operate the system and a system overview are contained in the applicable SPOT user manuals located on the Resource Center in SPOT at <https://spot.dmdc.mil>.

## VALUE OF SPOT

SPOT is the central authoritative repository for applicable DoD contracts, contractor personnel, and contract equipment as defined by the Congressional Acts and DoD regulations listed in the Compliance section below. SPOT delivers a standard, collaborative method for the management, tracking and visibility of contractor personnel and contracts in support of contingencies, humanitarian assistance, disaster recovery operations, and other military operations or military exercises, when designated by the Combatant Commander (CCDR). It provides a centralized means to identify the Department’s reliance and dependence on contracted capabilities. Additionally, SPOT offers fidelity and visibility of existing and previously contracted support, so that planners and others may consider current and historical data when developing future total force structure requirements as well as logistics and operational plans across all phases of operations.

Current systems receiving data from SPOT:

- The Joint Personnel Accountability Reconciliation and Reporting System (JPARR) receives SPOT data daily on DoD contractors deployed worldwide.
- Global Combat Support System – Joint (GCSS-J) receives SPOT data daily on DoD contractors deployed worldwide, to include Authorized Government Services (AGS) for each deployment.
- Deployed Theater Accountability System (DTAS) receives SPOT data five days a week on DoD contractors deployed to CENTCOM.

<sup>1</sup> DOS and USAID follow their own SPOT Business Rules. Those USG agencies that are not directed by policy to use SPOT are highly encouraged to use these Business Rules or develop their own, as applicable.

# DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)

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- Contractor Debt System (CDS) receives SPOT data monthly from AFCENT, which is provided Excel reports generated by SPOT, on the number of meals consumed at Dining Facilities (DFAC) in the CENTCOM AOR.
- Theater Medical Data Store (TMDS) receives SPOT data quarterly and upon request from the Defense Finance and Accounting Service (DFAS), which is provided Excel reports generated by SPOT, on the contractors who have received treatment at military medical facilities.

In addition to providing the foundation for operational contract support planning, SPOT enables functional oversight and integration of all contracted capabilities by:

- Facilitating collaboration between diverse, geographically separated communities—requiring activities, theater and Joint Task Force (JTF) staffs, Contracting Officer Representatives (CORs), contracting offices, and contractor companies—in collecting and sharing information.
- Promoting synchronization and integration among all government partners.
- Providing awareness, visibility and accountability of individual contingency contractor personnel and contracted capabilities.

Historic SPOT records also provide a wealth of useful information that can be used for resolving or clarifying issues, locating and correlating individuals to contract information, providing points of contact for routine actions and emergency situations, supporting audits and congressional inquiries, assessing past performance, and informing future requirements and sourcing decisions.

## COMPLIANCE (REQUIREMENTS FOR SPOT)

Due to the increased awareness that contracted support is a force multiplier in contingencies, Congress has passed legislation and the DoD has developed regulations, policies and directives, to ensure that all personnel supporting contingencies (from the Combatant Command (COCOM) inclusive to the company administrator personnel) enter and maintain proper data in SPOT. On 25 January 2007, the Office of the Secretary of Defense designated SPOT as the central repository for information on Contractors Authorized to Accompany United States Forces (CAAF) in a memo titled, “Designation of SPOT as Central Repository for Information on Contractors Deploying with the Force.” Subsequently, the following legislation and DoD guidance has been issued:

Section 861 of the FY2008 National Defense Authorization Act: Requires the DoD, Department of State (DOS), and United States Agency for International Development (USAID) to identify a common database to serve as a repository of information on contracts and contractor personnel in Iraq and Afghanistan. In July 2008, DoD, DOS, and USAID signed a Memorandum of Understanding (MOU), updated in Feb 2010, in which they agreed to use

## **DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)**

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SPOT as the repository for information on all contracts valued over \$100,000 and contractor personnel deployed for more than 30 days.

Section 862 of the FY2008 National Defense Authorization Act: Requires the DoD and DOS to establish a process for registering, processing and accounting of personnel performing private security functions in an area of combat operations; authorizing and accounting for weapons to be carried by personnel performing private security functions in an area of combat operations; and a process for registering and identifying armored vehicles, helicopters and other military vehicles operated by contractors performing private security functions in an area of combat operations.

Office of the Under Secretary of Defense Memorandum, dated 28 Jan 08: Requires that all contractors employed on DoD funded contracts being performed in support of contingency operations anywhere in the world be input to SPOT by 30 Sep 08.

DoD Instruction 3020.50, 22 Jul 09, *Private Security Contractors*: Requires that geographic Combatant Commanders publish guidance and procedures for the registration and identification of armored vehicles, helicopters, and other vehicles operated by private security personnel in SPOT.

Section 813 of the FY2010 National Defense Authorization Act: Revises the definitions of contracts in Iraq and Afghanistan to include Grants and Cooperative Agreements.

CJCSM 3150.13C, 10 Mar 10, *Joint Reporting Structure – Personnel Manual*: Identifies SPOT as the central repository for all DoD funded contractors (United States, local national, host nation, and third country national) data and identifies it as the source of DoD-funded contractor Joint Personnel Status Report (JPERSTAT)- type information for a geographical combatant commander.

DoD Instruction 3020.41, dated 20 Dec 11, *Operational Contract Support (OCS)*: Requires that in applicable contingency operations, contractor visibility and accountability shall be maintained through a common joint database, i.e., the Synchronized Predeployment and Operational Tracker (SPOT) or its successor. Additionally, it requires that all mandatory data must be entered into SPOT or its successor before a contractor employee is permitted to deploy to or enter a military theater of operations. Contracting officers, through the terms of the contracts, shall require contractors to enter by-name data before an employee's deployment and to maintain and update the information in SPOT or its successor.

DFARS Clause 252.225-7040, *Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States*: Requires contractor companies to use SPOT to enter all applicable data on contracted personnel before deployment and maintain data for all contractor personnel that are authorized to accompany U.S. Armed Forces deployed outside the United States. It further requires contractor personnel to have a SPOT-generated Letter of Authorization (LOA) signed by the Contracting Officer in order to process through a deployment center or to travel to, from, or within the designated operational area. The LOA identifies authorizations,

## **DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)**

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privileges, or Government support that Contractor personnel are entitled to under the specific contract for which they are deployed.

DFARS Class Deviation 2013-O0017, Contractor Demobilization: Allows contractors to request an extension of a SPOT deployment LOA for up to 30 calendar days past the contract end date for those contractor personnel in Afghanistan whose presence is required to execute an approved demobilization plan. This clause also requires contractors to close out their employee deployments with the proper status in SPOT within 72 hours of their employee's re-deployment and, if applicable, release their personnel in SPOT.

DFARS Class Deviation 2017-O0004, Contractor Personnel Performing in the United States Central Command Area of Responsibility: Requires all contractor personnel who travel to, from or within the CENTCOM AOR to have a SPOT-generated LOA. Provides guidance that all contractors use SPOT to account for all contractors authorized to accompany the force (CAAF) and Non-CAAF within the CENTCOM AOR. Requires contractors populate the in-theater arrival date (ITAD) and closeout date, changes to status and duty location in accordance with the SPOT Business Rules. Provides instructions on how to register for SPOT. This class deviation rescinds and supersedes Class Deviation 2015-O0009.

CENTCOM Clause 5152.247-5900, Inbound/Outbound Cargo and Contractor Equipment Census: Requires contractors to input inbound cargo and equipment valued greater than \$50,000 in SPOT.

VISA USA001528-15-DPAP: Requires company administrators to enter visa details in SPOT when a work visa is required for a contractor employee to perform in a particular country.

JOINT Publication 1-0, Joint Personnel Support, 31 May 2016: Section 3.b (7): For contractors authorized to accompany the force (CAAF), the link to the deployment is established by a government contracting officer (or designee) issued LOA generated through SPOT. The LOA is required for CAAF to process through; to travel to, from, and within the AOR/JOA; and to identify any additional authorizations, privileges, or government support entitled under the contract. The J-1 should coordinate with component personnel officers and the J-4 to ensure that contract LOAs reflect GCC requirements and that LOAs are required at all vetting points processing CAAF. Section 6.d.(4): Contractors are required to comply with HN or destination country laws and regulations regarding visa and passport requirements. U.S. citizens and third- country national contractors entering the AOR or JOA will have this information documented in SPOT as required. Appendix G, Section 3.d: All CAAF personnel are required to carry a barcoded LOA, issued through SPOT, which allows them access to, travel within, and departure from the AOR outside the US.

Class Deviation 2016-O0008, "Contractor Personnel Performing in United States Africa Command Area of Responsibility" 22 February 2016.

## **DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)**

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Class Deviation 2015-00016, “Contractor Personnel Performing in the United States Southern Command Area of Responsibility” 06 October 2014.

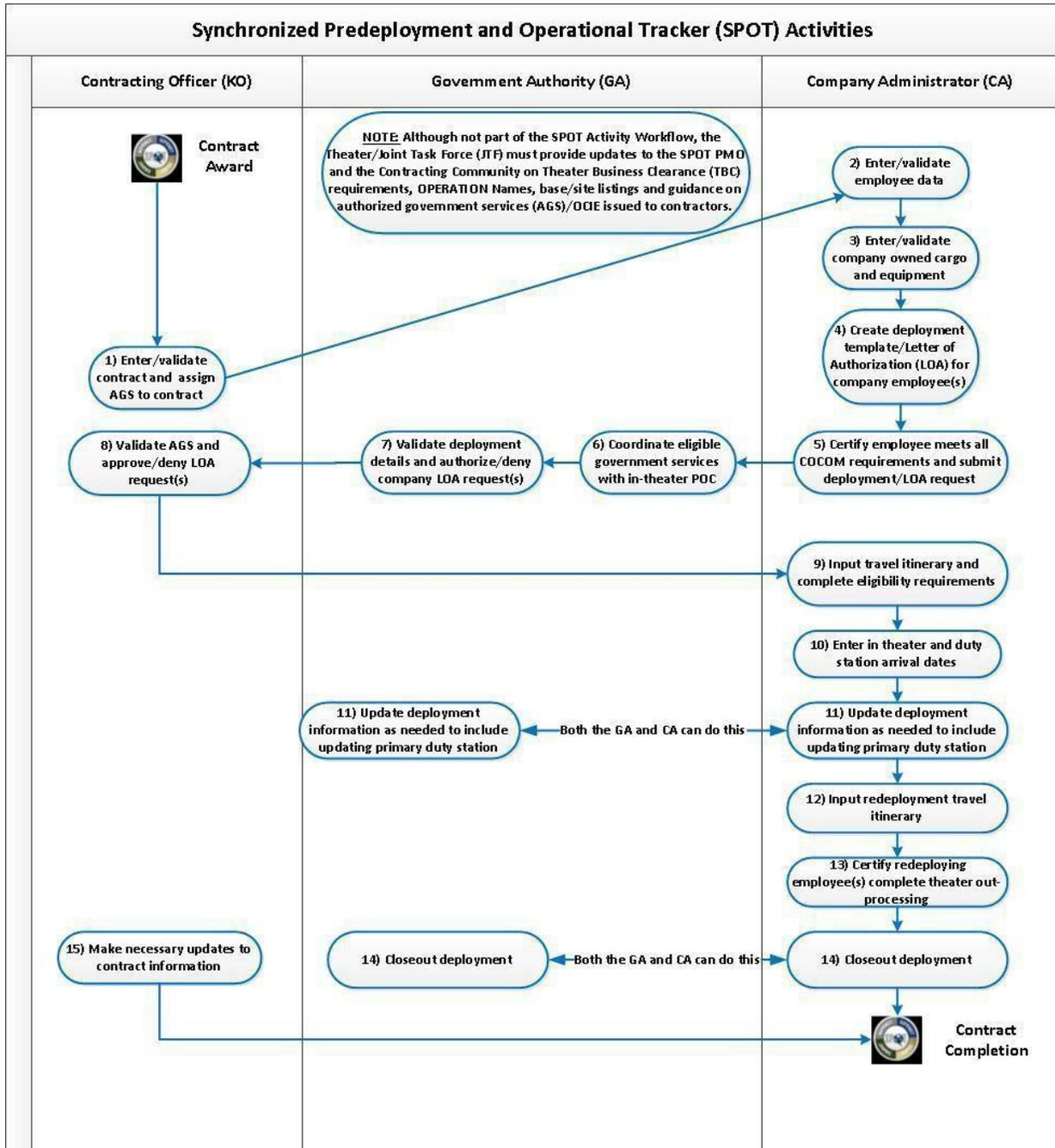
EUCOM Task Order: “Contractor Personnel Performing in United States Europe Command Area of Responsibility” October 2009. Expanded requirement for SPOT data entry and SPOT LOA to Kosovo, Israel, Georgia, Azerbaijan and Armenia.

For further details on these policy references as well as COCOM specific policy requirements on the use of SPOT and Joint Asset Movement Management System (JAMMS) within their AOR, go to <http://www.acq.osd.mil/log/PS/policies.html> .

# DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)

## SPOT ACTIVITY FLOW

Figure 1 illustrates the activity flows and the activity owners responsible for executing each SPOT activity. The activities are described in detail below (for ease of understanding, the activities are grouped under predeployment, deployment, and redeployment corresponding to the SPOT system functionality).



# DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)

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## PREDEPLOYMENT

*The Theater/Joint Task Force (JTF) must identify any Theater Business Clearance requirements, OPERATION Names and authoritative base/site listings to the SPOT PMO and to the contracting community as soon as possible to ensure data integrity is as accurate as possible, as well as provide updates to that information throughout the contingency.*

*Furthermore, the Theater/JTF Commander must issue guidance on which authorized government services (AGS), including Organizational Clothing and Individual Equipment (OCIE), if any, will be issued or provided to contractors. If not already fielded, the Theater/JTF Commander will direct placement and use of the SPOT provided JAMMS terminals to appropriate choke points (such as DFACS, APODs, Billeting, MWR, etc.) for contractors to scan their Letters of Authorizations (LOAs).*

1. Contracting Officer (KO) enters newly awarded contracts and task order(s), and assigns the AGS to each contract, or validates and updates, if necessary, the information on contracts/task orders already entered in SPOT.
2. Company Administrator (CA) enters new employee data or validates and updates, if necessary, previously entered employee data.
3. For all locations, CA enters company owned equipment or any weapons, armored vehicles, helicopters, or other military vehicles operated by private security contractors. For USCENTCOM only, CA also enters every company-owned piece of inbound cargo and equipment.
4. CA creates deployment templates and Letter(s) of Authorization (LOA), if required, for company employee(s).
5. CA certifies in SPOT that the employee has or will meet all COCOM eligibility requirements, will complete all COCOM training and processing requirements, to include theater specific familiarization, and submits the request for an LOA to the cognizant Government Authority (GA), affiliated with the correct Supporting Organization in SPOT.
6. GA reviews theater requirements, and ensures eligible government services are coordinated with in-theater points of contacts.
7. GA validates deployment details in SPOT and if correct, authorizes the LOA. If deployment details are incorrect, the GA will deny the request for LOA and provide the reasons for denial back to the CA.
8. KO validates that the government services have been coordinated in theater and meet the terms and conditions of the contract. KO makes any changes necessary to the authorized

# DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)

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government services, and approves or denies the requested LOA, as applicable. If approved, the KO digitally signs the LOA.

9. CA inputs the employee deployment travel itinerary in SPOT and completes the Eligibility Requirements tab in SPOT.

## DEPLOYMENT

10. CA ensures contractor personnel arrive, in-process through combatant command reception centers (including JAMMS scan, if available), and updates SPOT with In-theater Arrival Date and Duty Station Arrival Date, confirming the duty site location.
11. GA and CA monitor contractor movements in theater from deployment to redeployment, and update the primary duty station, if necessary. CA reports no-shows or changes to the deployment schedule to the GA and updates the deployment details, to include updating the person status when changes occur (e.g., R&R, missing, captured).
12. CA and GA inform or ensure that the employing company informs all deploying contractors that they must carry their LOA with them at all times and scan them at all JAMMS workstations. Common Access Cards (CAC) are not to be scanned by contractors when processing through JAMMS.

## REDEPLOYMENT

*(Redeployment is the transfer of forces and materiel to support another joint force commander's operational requirements, or to return personnel, equipment, and materiel to the home and/or demobilization stations for reintegration and/or out-processing per Joint Publication 1-02. Redeployment does NOT include contractors going on rest and relaxation (R&R)/leave, or temporary duty (TDY) with the intent of continuing the deployment after the R&R/leave or TDY is complete).*

13. CA inputs individual employee redeployment travel itinerary into SPOT.
14. CA certifies in SPOT redeploying employee(s) have completed all theater out-processing requirements, to include return of any OCIE.
15. CA closes each employee deployment in SPOT and indicates whether mission was successfully completed or not. CA updates SPOT to include whether the contractor was injured or killed during the deployment if applicable.
16. GA and KO identify and update SPOT with changes to the contract information.

# DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)

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## SPOT BUSINESS RULES

The business rules below are listed by role (KO, CA and GA) responsibilities in SPOT, to include the maximum expected timeline for accomplishing each activity. These activities shall be accomplished within the prescribed timeframes to coincide with all personnel deployments. When contractors deploy faster than the timelines noted, activities shall track with the accelerated movement of the individuals. The activity flow and timelines are flexible enough to accommodate various circumstances.

### Contracting Officer (KO)

A KO is a military or government civilian with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the United States Government. The term includes certain authorized representatives of the KO acting within the limits of their authority as delegated by the KO. The KO makes decisions on behalf of the federal government and is responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the United States in its contractual relationships. Types of KOs include contingency contracting officers (CCOs), senior contracting officials (SCOs), principle assistant responsible for contracting (PARC) and administrative contracting officers (ACOs). This role in SPOT is an inherently governmental function and is the only SPOT role that can approve an LOA. An individual requesting this role in SPOT must either be a warranted contracting officer or have a delegated authority from a warranted contracting officer to have this role.

### Contracting Officer Business Rules

- **SPOT Registration:** Prior to registering in SPOT, the KO must take, as a minimum, the SPOT training for Contracting Officers. The schedule and instructions on how to sign up for training can be found at [http://www.acq.osd.mil/log/PS/ctr\\_mgt\\_accountability.html](http://www.acq.osd.mil/log/PS/ctr_mgt_accountability.html)
- To register in SPOT, the KO must have a sponsor, who can be any other Government civilian or Military employee (self-sponsorship is not allowed) in the KO's chain of command. The sponsor does not have to be a SPOT user. Once a registration request is made, SPOT will send an automated email to the sponsor requesting approval. The KO must register with a Public Key Infrastructure (PKI) certificate or Common Access Card (CAC) and must register with the contracting office as the KO's organization. If the contracting office is not in the SPOT database, contact the SPOT Helpdesk at: [DoDhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil](mailto:DoDhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil) or (703) 578-5407.
- **Add / Maintain Contract Information:** (Figure 1, Activity 1 and 15): The KO must enter the contract data in SPOT **NLT 7 days after contract award, or update the contract data NLT 7 days after a contract modification or contract closeout.** If a **Task Order (TO)** is required at any time during the contract performance period, under the awarded contract,

## DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)

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the KO must enter the TO data **in SPOT NLT 7 days** after award of the task order. SPOT does apply to Foreign Military Sales (FMS) contracts, grants and agreements.

**Note:** Only valid task orders can be entered in SPOT against Blanket Purchase Agreements (BPA) or Indefinite Delivery, Indefinite Quantity (IDIQ) or other requirement-type contracts. **Do not add contract modifications to SPOT as a task order.** If changes are made to the contract data in SPOT, the KO must update the contract details on the basic contract. Task order format and details should be consistent with the data entered in the Electronic Document Access (EDA) and Federal Procurement Data System-Next Generation (FPDS-NG).

The KO must enter the following contract detail into SPOT as follows:

- Contracting Agency: This is the agency that provides the ultimate warranting authority to the contracting office. In most cases, it will be the Service such as Dept. of the Army, Dept. of the Air Force or Dept. of the Navy. Only if the KO works for a contracting office that reports directly under the DoD, should Dept. of Defense be selected as the contracting agency. For a grant or agreement, the KO must select “DOD Grants and Agreements” as the contracting agency.
- Contract Number: This is the basic contract number listed on the contract and it must follow the appropriate format for the issuing agency.
- Contract Category: The KO must put in the North American Industry Classification (NAIC) code(s) that is on the contract. If the contractor will be performing any **private security requirements**, the KO must also enter the NAIC code of either 561621, 561612, or 922120 regardless of whether it is the primary NAIC code for the contract or not.
- Period of Performance: The KO must only put the **funded period of performance**, or the period of performance of the base year, **NOT including option years**. **If options are exercised**, the KO must then update the period of performance end date to reflect that option period. The KO may not approve an LOA that extends beyond the funded period of performance for any contractor deployed.
- Places of Performance: These are the countries stipulated in the contract. If it is a worldwide contract, then the KO can select from the entire list, as applicable.
- Awarded Competitively: The KO must put yes or no based on what was input into FPDS-NG.
- Contracting Office: This is the office under which the KO is registered in SPOT.
- Contracting Officer Representative: The KO should add the COR information **and update it when the COR changes**. If there is no appointed COR on the contract, the KO may enter the POC data of the government representative from the requiring activity or leave this field blank.
- Contractor Company: The KO must select the same version and spelling of the company name that is on the contract. Only one Prime Company can be associated with each contract/task order. Subcontractors are to be identified so that their CAs are able to

## DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)

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provide the information to build SPOT records and enter associated deployment information for their own employees.

**Note:** The Contractor Count Function in SPOT is used by DoS and USAID. The only DoD exception is Local National employees performing in the USAFRICOM AOR per current USAFRICOM policy. For the USAFRICOM AOR only, it is the Contracting Officers' responsibility to provide the aggregate count in SPOT. All other DoD COCOMs are not permitted to input any contractor counts into SPOT by aggregate number.

- Enter the Authorized Government Services (AGS) on the contract (Figure 1, Activity 1 or 8): The KO can either enter the AGS data upfront on the contract in SPOT, or when approving the LOA. AGS entered upfront will be the default set of AGS for the contract and all associated task orders. KOs can amend the AGS for each individual at the time of approving their LOA. Coordination between the requiring activity, applicable Garrison, and the KO is necessary to validate availability of AGS prior to contract award. Available AGS will be specific to the contingency, location, and requirement, and included in the contract. Selecting an AGS does not imply that it is provided as a non-reimbursable service to the contractor. The contractor may have to reimburse the government for the service based on DOD, COCOM and/or Service policy. If the contractor will be performing in multiple countries, the AGS assigned will be assumed to be applicable to all countries listed on the LOA, unless the KO cites any exceptions in the remarks column of the LOA. An example might be that Government Furnished Meals (GFM) and Dining Facility (DFAC) is checked on the LOA that had both Afghanistan and Qatar listed as countries to be visited. Both GFM and DFAC would be authorized in Afghanistan, but if it was not applicable to Qatar, then the KO would have to state in the Remarks Block, "Government Furnished Meals (GFM) and DFAC are not authorized in Qatar."
- If the contractor is contractually authorized to carry a weapon, the KO can check "Authorized Weapon" on the LOA; however, the contractor must comply with all Combatant Command requirements before the contractor is authorized to carry a weapon in theater. KOs must determine if the contractor is CAAF or Non-CAAF and select it on the LOA.
- The KO must update any changes to AGS permissions in SPOT NLT 7 days after being notified of the change. This will require LOAs to be revoked and reissued. The AGS authorized on the LOA is only applicable while the contractor is in the performance of their contract and will not be authorized outside the parameters of the LOA and contract, for example, use of the dining facility is not authorized while a contractor is on R&R or leave. Appendix 2 defines each AGS contained on the LOA and Appendix 3 provides a sample LOA.
- Approve and Sign the LOA (Figure 1, Activity 8): The KO role is the only role that can review, approve, and digitally sign the LOA. Before approving the LOA, the KO must validate that the deployment start and end dates are the same funded period of performance as cited on the contract, that the countries to be visited only include those

## DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)

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locations where performance is required per the contract and that the contractor's company has entered the Defense Base Act (DBA) information for contractors going overseas. **The KO must review this data and approve or deny the LOA NLT 3 days after the LOA request is submitted from the GA for approval.**

- **Revoke the LOA:** The KO must revoke the LOA **within 24 hours** of being notified by the CA that a contractor is a "no show", or if there is any significant change to the deployment information, such as deployment end date (contractor returning early), changes to the AGS, or changes to the contract number or contract company.

### Company Administrator (CA)

Company Administrator (CA) is an individual who works for the company that is under DoD contract to provide personnel and/or equipment. A CA is required to update **and maintain** personal information on all deployed personnel throughout their deployment or TDY. This includes the duty status, permanent duty location and closing out all deployments or TDYs.

**Prime contractors are responsible for ensuring that their subcontractors at all tiers also comply with the activities below:**

### Company Administrator Business Rules

- **SPOT Registration:** Prior to registering in SPOT, the CA must take as a minimum the SPOT training for Company Administrators. The schedule and instructions on how to sign up for training can be found at [http://www.acq.osd.mil/log/PS/ctr\\_mgt\\_accountability.html](http://www.acq.osd.mil/log/PS/ctr_mgt_accountability.html). To register in SPOT, the CA must have a sponsor, who can be any other person (self-sponsorship is not allowed) within the company or a government representative. The sponsor does not have to be a SPOT user. Once a registration request is made, SPOT will send an automated email to the sponsor requesting approval. **The CA cannot register with more than one company.** The CA must register with a PKI certificate or CAC unless they fall under the exception to this policy that allows a CA to register with a User Name and Password (see the SPOT FAQs). **If a CA does register with a User Name and Password, they must have a government sponsor.** The CA must register with the same spelling and version of their company name that is on the contract which their personnel will be supporting. If the company name is not in SPOT, the responsible contracting officer will have to add it to SPOT under the respective contract number, ensuring that the company name is consistent with the name input into any contract writing systems.

**Enter Employee Data** (Figure 1, Activity 2): The CA must add new or update existing personnel information on previously entered employee data into **SPOT NLT 15 days** prior to the estimated deployment start date. **NOTE:** SPOT applies to Foreign Military Sales (FMS) contractors, if they also meet the DFARS requirements or COCOM guidance

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for use of SPOT. In most cases FMS contractors will not need an LOA and should not be receiving U.S. AGS, but they still need to be deployed in SPOT without an LOA.

Subcontractors may have access to SPOT as Company Administrators to enter their own personnel's data. However, the responsibility of accuracy and data management remains with the Prime Contractor. The CA must enter the following employee details as follows:

- When the letters in the name of an individual do not exist in the English alphabet, then either use what the translated letter to English would be, or use the closest English letter.
- A contractor must be designated a Foreign National if they are not a citizen of the U.S. (Green Card Holders, even with Social Security numbers, are only residents of the U.S. and are not considered citizens. Therefore, they are considered Foreign Nationals (FN) in SPOT.) If the Foreign National only has one name, enter the one name in both the first name and last name fields in SPOT on the condition each Foreign National has a unique Foreign Identification Number (FIN) and/or birthdate.
- If the contractor does not have a Defense Manpower Data Center (DMDC) Defense Enrollment Eligibility Reporting Systems (DEERS) issued FIN, the CA must follow the below steps or the steps in the SPOT User Guide on how to create a FIN. **Do not use the Social Security Number as the Foreign Identification Number.**
- **Steps to establishing a FIN:**
  - If the FN will be getting a CAC, the FIN will be assigned by the Defense Manpower Data Center (DMDC). A foreign national can obtain a DMDC FIN by visiting a DMDC Real-Time Automated Personnel Identification System (RAPIDS) location. The nearest RAPIDS location may be found at: <http://www.dmdc.osd.mil/rsl/>. At least two (2) original proof of identity documents that include document/identity numbers, issue/expiration dates and country/state/province/county/city of issuance are required. In addition, the FN will need to provide the sponsoring Service Branch/Agency, home/ mailing address, work address, email addresses, phone numbers, gender, marital status, date of birth, organ donor status and blood type. The FN's photo and fingerprint will be captured during the DMDC FIN issuance process.
  - If a DMDC FIN is not available, generate the FIN using the FN's National Issued ID Card number preceded by the 3 digit GENC country code (e.g., AFG1234).
  - If a National Issued ID Card is not available, use the FN's Passport Number preceded by the 3 digit ISO country code.
  - If the FN has none of the above, the CA will create a FIN by entering up to 18 characters using the following format guidance. The CA will record the FIN in their company records for future deployment management and informational purposes:
    - Enter the first five letters of the last name. If the last name is not known, use the

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first name. If the last name is less than 5 letters, enter the entire last name.

- Enter the 8 character date of birth (mmddyyyy). If the date of birth is unknown, use today's date.
- If after the CA enters the FIN, SPOT indicates that the FIN is already in use, contact the SPOT Helpdesk to determine if the contractor has already been added to SPOT to ensure the contractor is not added to SPOT multiple times. If the FIN is already associated with a different person, append the above FIN with up to 5 random alphanumeric characters until a unique FIN is established.
- **Updating FIN for TCN and LN contractors supporting DoD in Afghanistan:**
  - For TCN and LN contractors supporting the DoD in Afghanistan with no DMDC FIN, the FIN will be the same as the first eight characters of the Global Unique Identifier (GUID) from the Biometrics Automated Toolset (BAT). If the contractor has a previously entered FIN in SPOT, then update the FIN field with the first 8 characters of the GUID from BAT once the GUID is assigned to the person. If a person is newly entered into SPOT without a GUID from BAT and no DMDC FIN or National Issued IS Number, then initially enter a FIN per instructions under "Steps to Establish a FIN". Once a GUID is issued by BAT, then update the FIN field with the first 8 characters of the GUID. Note: SPOT-ES does not receive any data from BAT and use of the GUID does not imply the contractor has been vetted.
- Enter Company Equipment (Figure 1, Activity 3): IAW CENTCOM Clause 5152.247-5900, the CA must enter and validate Contractor Owned / Contractor Operated (COCO) equipment that will be used in theater valued at greater than \$50,000 **NLT 7 days after the contract is registered in SPOT**. For all locations, the CA must also register weapons, armored vehicles, helicopters, and other military vehicles operated by deployed private security contractors in SPOT. Company equipment will be added and deleted, as necessary, throughout the contract period of performance.
- Request Deployments/LOAs (Figure 1, Activity 4): The CA must request deployments/LOAs for company employees **NLT 10 days prior to the estimated deployment start date**. Although Local Nationals (LN) do not "deploy" (since they are residents of the host nation) and rarely receive AGS or require a LOA, they still must be deployed in SPOT (without a LOA). The CA must enter the following deployment details as follows:
  - Deployment Dates: The CA must only enter the dates that the company employee will be in theater for that specific mission, or for LNs, the period of performance of the contract. If the employee will travel in and out of country several times throughout the year, the CA must input the dates for each deployment separately. However, the deployment dates

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can include the time that the company employee will spend on R&R/leave or TDY with the intent of continuing the deployment after the R&R or TDY is complete. If the deployment start date changes after the estimated start date, the CA needs to either modify the estimated start date or cancel the deployment NLT than 15 days after the change in deployment start date.

- Countries to be visited: The CA should enter all countries that the company employee will perform in, as designated in the contract.
- Passport Information: The passport field is a mandatory field. However, many Local Nationals will not have a passport. In this instance, enter the following in SPOT:
  - Passport Number: “Not Required”
  - Expiration Date: Insert any future date that is greater than the deployment end date.
  - Issuing Country: Select the country that the contractor is a citizen of.
- Selecting the Primary Supporting Organization: This is the requiring activity or the organization that the COR/GA belongs to. It should not be the same as the contracting office.
- DBA Insurance: Congress enacted the DBA of 1941 to provide workers compensation protection to employees of government contractors working under
  - U.S. contracts overseas. Under the DBA, contractors working overseas, including all levels of subcontractors, are required to obtain DBA insurance for all employees, including foreign nationals. The LOA should reflect the policy number that the contractor has been issued. If the prime is requesting a deployment/LOA for the subcontractor and the subcontractor has their own policy, then that policy number should be entered. The prime contractor is responsible for ensuring the subcontractors have the proper insurance.
  - In-Theater Point of Contact: This should be the government representative at the deployed site who will be either overseeing the contract or coordinating logistical support for the contractor employee. If this government representative has not yet been identified, then the CA must input information for a company POC (e.g., the country manager or contractor site lead), physically located in same country as deployed contractor employee. The In-Theater Point of Contact should be added/updated as soon as the government person is identified. For deployments to Afghanistan, this is a mandatory field for all; the point of contact **must** be located in-country and must be updated if the POC changes during the contractor’s deployment.
  - Selecting a Job Title: The job titles in SPOT are consistent with the Department of Labor O\*NET Online authoritative source ([www.onetonline.org](http://www.onetonline.org)). **It is critical the job title best fits what the company employee will be doing on the contract.** If the company employee will be performing as a **private security contractor**, the

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CA must select either: 1) First-line Supervisors of Police and Detectives; 2) Police Patrol Officer, or 3) Security Guard for the job title.

- When submitting an LOA to the government for authorization, the CA must check a certification statement that the individual has or will meet all DODI 3020.41 and COCOM qualifications and requirements including training, medical, and dental screenings and assessments prior to this deployment (Figure 1, Activity 5).
- Complete Eligibility Requirements and Establish Deployment Itinerary (Figure 1, Activity 9): The CA must complete the Eligibility Requirements tab in SPOT, and enter the employee deployment full travel itinerary details (e.g., flight number, time of arrival) **NLT 10 days prior to the scheduled departure date**. This will facilitate proper planning by the Deployment Reception Site (DRS).
- CA will ensure all employees process through the DRS, if available, with required documentation (e.g., LOA and/or CAC), and report to the government in-theater POC upon arrival.
- CA will ensure that all CAAF-designated employees and others who are authorized government services via an LOA know that they are required to carry their LOAs with them at all times and use it to scans at any JAMMS workstation.
- If contractor is issued a weapon(s) after they have been deployed, the CA must go back into the Eligibility Requirements Tab and list the weapons type(s) and serial numbers under Tab 4, “Personal Equipment” for each weapon issued specifically to that individual NLT 3 days after receipt of weapon information.
- Update Deployment Details (Figure 1, Activity 10 and 11): The CA must enter the in-theater arrival date (ITAD) and the duty station arrival date in **SPOT NLT 1 day after the company employee has entered the theater or arrived at the Primary Duty Station**. For Local Nationals (LNs), the CA must use the date the LN started work in both the “In-theater Arrival Date” and the “Duty Station Check-In Date” blocks. If a contractor’s deployed duty station is a ship, then the in-theater arrival/duty station check-in dates equal the date the ship disembarks the U.S. The CA will report the contractor employee as a “no show” to the KO if the company employee has not arrived at their primary duty site **within 3 days of their estimated arrival date**. The CA will track company employees throughout the deployment process and must **update changes to the Primary Duty Station in SPOT NLT 3 days after the company employee arrives at a new Primary Duty Station**. A Primary Duty Station is where the company employee will reside a majority of the time. Therefore, if the company employee is traveling to another duty station on a temporary basis and intends on returning to the Primary Duty station, then no update in SPOT is required. This also applies to company employees going on R&R/leave or TDY status. **The CA must also update the Person Status in SPOT (e.g., R&R, missing, or injured, but intends to return to duty/work) for an employee NLT than 1 day after the change in employee status.**

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- For all Afghanistan Deployments, CA must update and/or affirm every 30 days that the Actual In Theater Arrival Date (ITAD), Duty Station Check-in Date, Duty Station Country, Duty Station City, Duty Station Site, In-theater POC information, 24/7 Company POC information, and Person Status are correct by entering a checkmark by the reaffirmation statement and selecting the submit button on the Person Deployment page.

**Note:** IAW DFARS Class Deviation 2013-00017 “Contractor Demobilization”, the CA may request an extension of the deployment/LOA for a period of up to 30 calendars days after the expiration of the current contract performance period for those contractor personnel whose presence is required in Afghanistan to execute an approved demobilization plan. **The CA shall submit that request to the KO NLT 30 days prior to the expiration of the current period of performance.** In this case, the KO will have to revoke the LOA and the CA will have to resubmit a new request to the Government with deployment end date in 30 days.

- Complete Visa detail information: In countries that require a work visa, it is mandatory for the CA to enter the Visa number and Expiration Date of the work visa where the company employee will perform work. Visa remarks can be entered in the Visa Remarks block. It is possible to enter multiple work visas in SPOT for each company employee. It is not necessary to enter transit visas for countries through which the company employee passes on his/her way to the primary duty station. It is not necessary to enter tourist visas for countries that the employee visits while on R&R.
  - Plan Redeployment (Figure 1, Activity 12): The CA must enter the redeployment travel itinerary **NLT 10 days prior to the estimated deployment end date or return date, if company employee is redeploying prior to the deployment end date in SPOT.** This estimated date shall be used to coordinate departure and redeployment planning activities in theater and back at the home station.
  - CA will certify redeploying personnel have completed all unit/requiring activity and theater out-processing requirements prior to departure (Figure 1, Activity 13), (e.g., return of OCIE if required).
  - Closeout Deployment (Figure 1, Activity 14): The CA must close out the deployment in SPOT **NLT 3 days** after the company employee redeploys. The CA must also closeout the deployment in SPOT if the company **employee is killed; injured to the point that he/she is unable to return to duty; or missing/captured for more than 30 days** (See Appendix 2 for further explanations of these terms). The CA will update contractor status in SPOT upon departure from the country/theater to include identifying whether the terms of the deployment have been fulfilled, the reason for leaving the mission, person status, mode and date of departure from the AOR, and validate when OCIE was returned. The CA must ensure that all employee **LOAs are returned to the company or**

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**their GA, or have been destroyed NLT 3 days after the redeployment and that the deployment has been closed** to prevent fraudulent use of the LOA and to protect personal information that is on the LOA. The CA must also **release the employee in SPOT NLT than 3 days after the employee's employment with that company is terminated** to accommodate entry of that contractor in SPOT by another contract company.

**Note:** Redeployment does not include contractors going on R&R/leave or TDY with the intent of continuing the deployment after the R&R or TDY is complete. If an option year is being exercised, the CA will have to close out the current deployment and then create a new deployment, with new LOA request, if applicable, for the deployment in the new option year.

### **Government Authority (GA)**

Government Authorities (GAs) can be either military or government civilian personnel, and includes multiple subcategories, such as requiring activities (RA), Contracting Officer Representatives (CORs), theater and JTF commanders and staffs, deployment reception sites (DRS), base operating support (BOS) personnel, quality assurance representatives, and property administrators. GAs both provide and use the information maintained in or accessed through SPOT.

**Note:** There is also a Government Administrator role in SPOT, which allows the same functionality as the Government Authority role, except with respect to LOAs. The Government Administrator is able to request LOAs while the Government Authority is able to request, review, deny, recall and authorize LOAs.

### **Government Authority Business Rules**

- **SPOT Registration.** Prior to registering in SPOT, the GA must take as a minimum the SPOT training for Government Administrators/Authorities. The schedule and instructions on how to sign up for training can be found at [http://www.acq.osd.mil/log/PS/ctr\\_mgt\\_accountability.html](http://www.acq.osd.mil/log/PS/ctr_mgt_accountability.html) . To register in SPOT, the Government Authority's sponsor must be a Government civilian or military employee (self-sponsorship is not allowed) within the GA's organization. The sponsor does not have to be a SPOT user. Once a registration request is made, SPOT will send an automated email to the sponsor requesting approval. The GA must register with a PKI certificate or CAC, and must register with their organization. If that organization is not in SPOT, contact the SPOT Helpdesk at: [dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil](mailto:dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil) or 703-578-5407. A Government Authority may register with more than one organization, if necessary; however, in that case they must obtain approval from a military or Government civilian employee from each requested organization. Contractors who are requesting a Government role in SPOT are required to submit DD-2875, System Authorization Access Request (SAAR) that is digitally signed by both the user and the Sponsor. In addition, the contractor must have a government email address.

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**Note:** The SPOT system is designed to allow the GA to perform the CA Activities from Figure 1 in cases where the CA would be an employee of a foreign company or a small business that would have trouble accessing the system. If this is the case, refer to the CA Business Rules for these activities.

- Coordinate mission/country requirements (Figure 1, Activity 6 & 7): The GA must review mission and contractor theater requirements at website [http://www.acq.osd.mil/dpap/pacc/cc/areas\\_of\\_responsibility.html](http://www.acq.osd.mil/dpap/pacc/cc/areas_of_responsibility.html) prior to validating the CA deployment data in SPOT. The GA is responsible for coordinating with the CA and KO to ensure type and levels of AGS authorized in the contract are available at the designated location to accommodate number of personnel during the period of the deployment. The GA will inform the CA that deployed contractor personnel must scan with their LOA at JAMMS locations as opposed to using their CAC to ensure that the government service being accesses is authorized. **The GA must validate the deployment data entered in SPOT by the CA to ensure it meets contractual and mission requirements. The GA must authorize or deny the LOA NLT 3 days after the LOA request is submitted to the GA for authorization.**
- Monitor and Update Deployment Details (Figure 1, Activity 11): The GA (in concert with the CA) must monitor contractor movement and status in theater from deployment to redeployment. If the contractor changes their Primary Duty Station, the GA must either update that information in SPOT or ensure that the CA makes the update in SPOT **NLT 3 days of the company employee arriving at a new Primary Duty Station.** A Primary Duty Station is where the company employee will reside a majority of the time. Therefore, if the company employee is just traveling to another duty station on a temporary basis and intends on returning to the currently listed Primary Duty station, then no update in SPOT is required. This also applies to company employees going on R&R/leave or TDY status. The GA must notify the KO of any changes to AGS permissions **NLT 3 days after the change**, so that the KO can revoke the LOA and direct the CA to update and submit a new LOA request. Contractors who are terminated from their company, or have any other reason for leaving the country/theater prior to the estimated departure date in SPOT, must have their deployments closed out either by the GA or CA and their LOAs revoked by the KO **NLT 3 days after the redeployment.** If a company employee goes on R&R/leave or TDY, the deployment may remain open.

### Theater/Joint Task Force (JTF) SPOT Responsibilities

Although the Theater/JTF Commander may not be SPOT registered users, they have a significant influence on the data that is input into SPOT, and consequently have responsibilities to ensure the following types of information are communicated to the SPOT PMO and to the Contracting Community by posting on the website at [http://www.acq.osd.mil/dpap/pacc/cc/areas\\_of\\_responsibility.html](http://www.acq.osd.mil/dpap/pacc/cc/areas_of_responsibility.html) :

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- **OPERATION NAME(S):** Any official names, such as OPERATION ENDURING FREEDOM (OEF), that are given to contingencies, with the official start and end dates as applicable. This information is a mandatory input field when creating a deployment and requesting an LOA in SPOT.
- **THEATER BUSINESS CLEARANCE REQUIREMENTS (TBC):** If a TBC is required, a TBC policy and/or all unique clauses for the contingency must be established. For example, OEF CENTCOM established a TBC requirement for specific countries that all contracts receive CENTCOM TBC approval prior to award, and issued a specific number that is input into SPOT.
- **Authoritative Base/Site Listings:** All proper location names, spellings and associated geo-spatial location data in the AOR.
- **Authorized Government Services/OCIE:** Policy or guidance from the Service Components on which services in the AOR (e.g., billeting, medical, MILAIR) will be available to contractors, and whether that service will be provided at no cost or if it will be a reimbursable expense for the contractor. Additionally, policy or guidance on which OCIE, if any, will be issued to contractors is to be posted. This information is required for the contracting officer to properly populate the permissions on the LOA.
- **Joint Asset Movement Management System (JAMMS):** Identify appropriate contractor choke points (e.g., DFACs, APODs, billeting) and submit requests for fielding of JAMMS terminals and JAMMS operator training to the SPOT PMO, including identification of designated operators for JAMMS along with their contact information.

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## Appendix 1: Abbreviations

<b>ACO</b>	Administrative Contracting Officers
<b>AGS</b>	Authorized Government Services
<b>AOR</b>	Area of Responsibility
<b>AWOL</b>	Absent Without Leave
<b>BOS</b>	Base Operating Support
<b>BX</b>	Base Exchange
<b>CA</b>	Company Administrator
<b>CAAF</b>	Contractors Authorized to Accompany the Force
<b>CAC</b>	Common Access Card
<b>CBRN</b>	Chemical, Biological, Radiological and Nuclear
<b>CC</b>	Contractor Company
<b>CCDR</b>	Combatant Commander
<b>CCO</b>	Contingency Contracting Officers
<b>CENTCOM</b>	United States Central Command
<b>COCO</b>	Contractor Owned Contractor Operated
<b>COCOM</b>	Combatant Command
<b>CONUS</b>	Continental United States
<b>CORs</b>	Contracting Officer Representatives
<b>DBA</b>	Database Administrator
<b>DBA</b>	Defense Base Act
<b>DEERS</b>	Defense Enrollment Eligibility Reporting System
<b>DFAC</b>	Dining Facilities Administration Center
<b>DFARS</b>	Defense Acquisition Regulations System
<b>DMDC</b>	Defense Manpower Data Center
<b>DoD</b>	Department of Defense
<b>DoDI</b>	DoD Instruction
<b>DOS</b>	Department of State
<b>DPO</b>	Diplomatic Post Office
<b>DRS</b>	Deployment Reception Site
<b>DSN</b>	Defense Switched Network
<b>DTM</b>	Directive-Type Memorandum
<b>FAQ</b>	Frequently Asked Questions
<b>FAR</b>	Federal Acquisition Regulation
<b>FIN</b>	Foreign Identification Number
<b>FMS</b>	Foreign Military Sales
<b>FN</b>	Foreign National
<b>FPDS-NG</b>	Federal Procurement Data System - Next Generation
<b>GA</b>	Government Authority / Government Administrator
<b>GFM</b>	Government Furnished Meals
<b>IAW</b>	In Accordance With
<b>ITAD</b>	In-Theater Arrival Date

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<b>JAMMS</b>	Joint Asset Movement Management System
<b>JPERSTAT</b>	Joint Personnel Status Report
<b>JTF</b>	Joint Task Force
<b>KO</b>	Contracting Officer
<b>LN</b>	Local National
<b>LOA</b>	Letter of Authorization
<b>MIA</b>	Missing in Action
<b>MOU</b>	Memorandum Of Understanding
<b>MRE</b>	Meal, Ready to Eat
<b>MTF</b>	Military Treatment Facility
<b>MWR</b>	Morale Welfare Recreation
<b>NACI</b>	National Agency Check with Inquiries
<b>NAIC</b>	North American Industry Classification
<b>NEX</b>	Navy Exchange
<b>NOK</b>	Next of Kin
<b>OCIE</b>	Organizational Clothing & Individual Equipment
<b>OCONUS</b>	Outside the Continental United States
<b>OEF</b>	Operation Enduring Freedom
<b>OGAs</b>	Other Government Agencies
<b>OPM</b>	Office of Personnel Management
<b>PARC</b>	Principle Assistant Responsible for Contracting
<b>PKI</b>	Public Key Infrastructure
<b>PMO</b>	Program Management Office
<b>POC</b>	Point of Contact
<b>PoP</b>	Period of Performance
<b>POW</b>	Prisoner of War
<b>PX</b>	Post Exchange
<b>R&amp;R</b>	Rest and Relaxation
<b>SOFA</b>	Status of Forces Agreement
<b>SPOT</b>	Synchronized Predeployment and Operational Tracker
<b>SPOT-ES</b>	Synchronized Predeployment and Operational Tracker - Enterprise Suite
<b>SSN</b>	Social Security Number
<b>TBC</b>	Theater Business Clearance
<b>TCN</b>	Third Country National
<b>TDY</b>	Temporary Duty
<b>TO</b>	Task Order
<b>TOPSS</b>	Total Operational Picture Support System
<b>USAID</b>	United States Agency for International Development

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## Appendix 2: Definitions

**Active (In the SPOT Person Status):** The contractor is in a status (i.e. not AWOL, deceased, injured, missing, or captured) to continue performance on the current or subsequent contract, if necessary.

**Army Post Office/Fleet Post Office/ Military Post Office (APO/FPO/MPO):** Military mail service for Military and Civilian Members of the U.S. Armed Forces. IAW DODI 3020.41, in operations where no reliable or local mail service is available, CAAF who are U.S. citizens will be authorized postal support IAW DoD 4525.6-M. CAAF who are not U.S. citizens will be afforded occasional mail service necessary to mail their pay checks back to their homes of record. Contractors supporting FMS cases are not normally authorized APO/FPO/MPO privileges.

**Authorized Weapon:** Indicates contractual approval for specified contractor personnel to possess or carry firearms, ammunition, or non-lethal weapons. Final approval resides with the CCDR.

**AWOL:** Absent Without Leave.

**Billeting:** Provides the ability to utilize government lodging facilities or government quarters. The billeting standards for CAAF will be commensurate with standards being applied to deployed DoD civilian employees at the same location. CAAF standard grade equivalents are GS-14 for supervisors and GS-11 for non-supervisors. Billeting may or may not be charged to the contractor.

**CAC (Common Access Card):** IAW DTM 08-003 Change 3, issuance to contractors is based on the DoD government sponsor's determination of the type and frequency of access required to DoD facilities or networks that will effectively support the mission. To be eligible for a CAC the access requirement must meet one of the following criteria:

- (a) The individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the Department on a recurring basis for six months or more.
- (b) The individual requires both access to a DoD facility and access to DoD networks

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on site or remotely.

- (c) The individual requires remote access to DoD networks that use only the CAC logon for user authentication.

Refer to para 3.a.(3) of the DTM for additional eligibility criteria for non-U.S. persons. As a minimum, a favorable adjudication of a National Agency Check with Inquiries (NACI) and an FBI fingerprint check is required in order to obtain a CAC.

**Contractors Authorized to Accompany the Force (CAAF):** Contractor personnel, including all tiers of subcontractor personnel, who are authorized to accompany the force in applicable contingency operations and have been afforded CAAF status through the LOA. CAAF generally includes all U.S. citizen and TCN employees not normally residing within the operational area whose area of performance is in the direct vicinity of U.S. forces and who routinely are co-located with U.S. forces (especially in non-permissive environments). Personnel co-located with U.S. forces shall be afforded CAAF status through an LOA. In some cases, CCDR subordinate commanders may designate mission essential LN contractor employees (e.g., interpreters) as CAAF. CAAF status does not apply to contractor personnel in support of contingencies within the boundaries and territories of the United States.

**Commissary:** Firms under contract to the DoD, and their employees (and dependents of their household) stationed outside of the United States, and outside the U.S. Territories and Possessions may be authorized commissary store support on a reimbursable basis, provided that such agencies and individuals are serving the U.S. Armed Services exclusively; it has been determined that the granting of the privilege would be in the best interest of the United States; and when failure to grant such privilege would impair the efficient operation of the Department of Defense. This determination is made by the cognizant military service (DODI 1330.17, Enclosure 2).

**Deceased-Killed as the result of Hostile Action:** A person who is the victim of a terrorist activity or who becomes a casualty “in action.” “In action” characterizes the casualty as having been a direct result of hostile actions, sustained in combat or relating thereto, or sustained going to or returning from a combat mission provided that the occurrence was directly related to hostile action. Included are persons killed mistakenly or

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accidentally by friendly fire directed at a hostile force or what is thought to be a hostile force (Ref: DoDI 1300.18).

**Deceased-Died as a result of Non-Hostile Action:** A person who has died due to circumstances not directly attributable to hostile action or terrorist activity, but as the result of illness or injuries due to the elements, accidents, homicide, self-inflicted wounds, combat fatigue, and except in unusual cases, wounds or death inflicted by a friendly force while the individual is an AWOL, deserter, or dropped-from-rolls status or is voluntarily absent without authority from a place of duty (Ref: DoDI 1300.18).

**DFACs (Dining Facilities):** Contractors that have access to DFACs may or may not be charged for meals depending on the location, how austere the environment is, and the policy of the Service operating the DFAC. If the contractor is going to be authorized access to the DFAC at no cost, then GFM must also be checked on the LOA.

**DPO (Diplomatic Post Office):** The Department of State approved limited access to the Diplomatic Post Office mail system for U.S. Government contractors who are U.S. citizens serving overseas in Iraq. This limited access is defined as mail not to exceed two pounds per piece incoming or outgoing.

**Excess Baggage:** Government authorization to carry more baggage than what MILAIR or the commercial airlines typically authorize. The contractor may be charged additional fees by commercial airlines based on their cognizant policies.

**Government Furnished Meals (GFM):** Government provided meals at no cost to the contractor (e.g., MREs or meals at the DFACs). If the contractor will be provided GFM from the DFAC, both GFM and DFAC must be checked on the LOA.

**Injured:** A person whose illness or injury requires medical attention, and may or may not require hospitalization, but will be unable to complete the TDY/deployment (Ref: DoDI 1300.18). SPOT has two injured statuses:

Injured – Injured as a result of hostile actions.

Injured – Injured as a result of non-hostile action.

**Local Access Badge:** A credential issued to contractors to gain access to a military or government base, camp, or specific facility.

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**MILAIR:** Authorization to travel inter and intra-theater on military aircraft. Unless a waiver is in place for contractors, this is a reimbursable expense to the government.

**MilBanking:** Approved use of military finance offices to either obtain an Eagle Cash Card, which functions like an ATM debit card, or to cash checks.

**Military Clothing:** Contractors shall not be issued military clothing or military look-alike uniforms, unless authorized for operational reasons by the Combatant Commander or subordinate Joint Force Commander. This authorization must be in writing and must be maintained in the possession of the contractor at all times (Ref: DoDI 3020.41). This does not include military issued equipment.

**MilExchange:** Military exchange services (i.e., Navy Exchange or NEX, Base Exchange or BX, and Post Exchange or PX) may be authorized for CAAF who are U.S. citizens. CAAF who are not U.S. citizens and non-CAAF are not authorized exchange services (Ref: DoDI 3020.41).

**Military Issued Equipment:** CCDRs, when necessary, may authorize CAAF and selected Non-CAAF to be issued military individual protective equipment (e.g., CBRN protective ensemble, body armor, ballistic helmet) (Ref: DoDI 3020.41).

**Missing:** Definition for person status in SPOT; requirement to closeout deployment if missing for over 30 days.

**MWR:** Morale, welfare, and recreation services will be authorized for CAAF who are U.S. citizens. CAAF who are not U.S. citizens and non-CAAF are not authorized MWR services (Ref: DoDI 3020.41).

**Non-CAAF:** Personnel who are not designated as CAAF, such as Local National (LN) employees and non-LN employees who are permanent residents in the operational area or TCNs not routinely residing with US forces (and TCN expatriates who are permanent residents in the operational area) who perform support functions away from the close proximity of, and do not reside with, U.S. forces. Government-furnished support to non-CAAF is typically limited to force protection, emergency medical care, and basic human needs (e.g., bottled water, latrine, facilities, security, and food when necessary) when performing their jobs in the direct vicinity of U.S. forces (Ref: DoDI 3020.41).

**OPEN Person Status:** Is a deployment record that does not have an In-Theater Arrival Date (ITAD) populated.

**Primary Care:** Primary care includes routine inpatient and outpatient services, non-emergency evacuation, pharmaceutical support, dental services, and other medical support as determined by appropriate medical authorities based on recommendations from the joint force command surgeon and on the existing capabilities of the forward-deployed Military Treatment Facilities (MTF).

Primary medical or dental care normally will not be authorized or provided to CAAF by MTF, unless specifically approved by the CCDR or subordinate Joint Force Commander.

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Primary Care is not authorized for non-CAAF employees. All medical care received by contractors in the AOR is reimbursable to the Government (Ref: DoDI 3020.41).

**POW (Prisoner of War):** The international legal status of military and certain other personnel captured during and armed conflict between two countries and that status entitles those captured to humanitarian treatment under the Third Geneva Convention, “Geneva Convention Relative to the Treatment of Prisoners of War.” The international status of POW is automatic when personnel “have fallen into the power of the enemy.”

**Requiring Activity:** A military or other designated organization that identifies and receives contracted support during military operations.

**Transportation (other than MILAIR):** Authorization for the use of government-owned or leased vehicles, such as vehicles obtained from a motor pool.

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## Appendix 3: Sample LOA

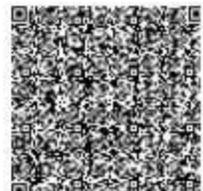
LETTER OF AUTHORIZATION NOT VALID WITHOUT PHOTO ID			DATE OF REQUEST
REQUIRING ACTIVITY <small>DoD Special Unit #1</small>	GOVT AUTHORITY POC Peter H Piper	GOVT AUTHORITY POC PHONE 609-123-5678	2/15/2018 GOVT AUTHORITY POC EMAIL <small>peter.h.piper@mail.mil</small>
NAME (Last, First, Middle) Doe, John D	SSN/DODID xxx-xx-0053	FIN/UID	DATE OF BIRTH 11/11/1981
EMAIL <small>john.d.doe@mail.mil</small>	CITIZENSHIP United States	PASSPORT # / EXPIRATION 987654321 / 11/11/2025	DEPLOYMENT PERIOD END 2/16/2018
THEATER EMAIL <small>john.d.doe@mail.mil</small>			
DEPLOYMENT PERIOD START 2/15/2018			
COMPANY (full name)/Prime or Subcontractor 77 Construction Company / Prime			
COMPANY POC Roe, Jane	COMPANY POC TELEPHONE 202-555-1235	COMPANY POC EMAIL <small>jane.roe@email.com</small>	
CONTRACT NUMBER/ TASK ORDER <small>PADN02-18-D-0001/None</small>		CONTRACT START/END DATE 2/1/2018 - 1/31/2019	CONTRACT ISSUING AGENCY Dept. of Defense
ASSIGNED KO Kris H Kringle	ASSIGNED KO TELEPHONE 555-555-5555	ASSIGNED KO EMAIL <small>kris.kringle@mail.mil</small>	
IN-THEATER CONTACT Public, John	CONTACT'S PHONE 202-555-3456	CONTACT'S EMAIL <small>john.public@mail.mil</small>	
COUNTRIES TO BE VISITED Afghanistan	CONTRACTOR STATUS <input checked="" type="checkbox"/> CAAF <input type="checkbox"/> NON-CAAF AUTHORIZED GOVERNMENT SERVICES*		
PURPOSE <small>Sample LOA for SPOT Business Rules</small>	<input type="checkbox"/> WEAPON** <input type="checkbox"/> MILITARY ISSUED CLOTHING <input checked="" type="checkbox"/> BILLETING <input checked="" type="checkbox"/> MILITARY ISSUED EQUIPMENT <input checked="" type="checkbox"/> CAC <input checked="" type="checkbox"/> MWR FACILITIES <input checked="" type="checkbox"/> LOCAL ACCESS BADGE <input checked="" type="checkbox"/> MILITARY EXCHANGE <input checked="" type="checkbox"/> DINING FACILITY (DFAC) <input checked="" type="checkbox"/> COMMISSARY <input checked="" type="checkbox"/> GOVT FURNISHED MEALS (GFM) <input checked="" type="checkbox"/> MILITARY BANKING <input checked="" type="checkbox"/> APO/FPO/POSTAL SERVICES <input checked="" type="checkbox"/> EXCESS BAGGAGE <input type="checkbox"/> DIPLOMATIC POST OFFICE (DPO) <input checked="" type="checkbox"/> MILAIR <input type="checkbox"/> PRIMARY CARE*** <input checked="" type="checkbox"/> TRANSPORTATION (other than MILAIR) <input checked="" type="checkbox"/> OTHER (SEE REMARKS FIELD) <input type="checkbox"/> NONE		
COMPANY BILLING ADDRESS 123 State Street Trenton, New Jersey - 08601 United States	NUMBER OF AGS ITEMS CHECKED: 15		

\*Authorized Government Services does not necessarily mean that the Government provides these services to contractors on a non-reimbursable basis. For certain categories of authorized services, the contractor may be required to reimburse the government IAW applicable Federal, DOD or COCOM regulations/policies and/or the contract terms and conditions. The indicated Authorized Government Services on this LOA are only applicable for the designated countries to be visited during the deployment; however, if the services vary between countries, the contracting officer shall specify which services may be authorized in each country. If the country to be visited has a Status of Forces Agreement (SOFA) in place that governs the categories of services to be authorized, then the terms of the SOFA take precedence over the terms of this LOA.

\*\*Combatant Commander (CCDR) authorization is required IAW FAR Clause 52.225-26 in order for a contractor to be authorized to carry a weapon.

\*\*\*Resuscitative/Emergency Care is the default level of care. Unless specifically negotiated in the contract, ALL medical care is reimbursable to the U.S. Government.

The government organization specified above, in its mission support capacity under the contract, authorizes the individual employee identified herein, to proceed to the location(s) listed for the designated deployment period set forth above. Upon completion of the mission, the employee will return to the point of origin.

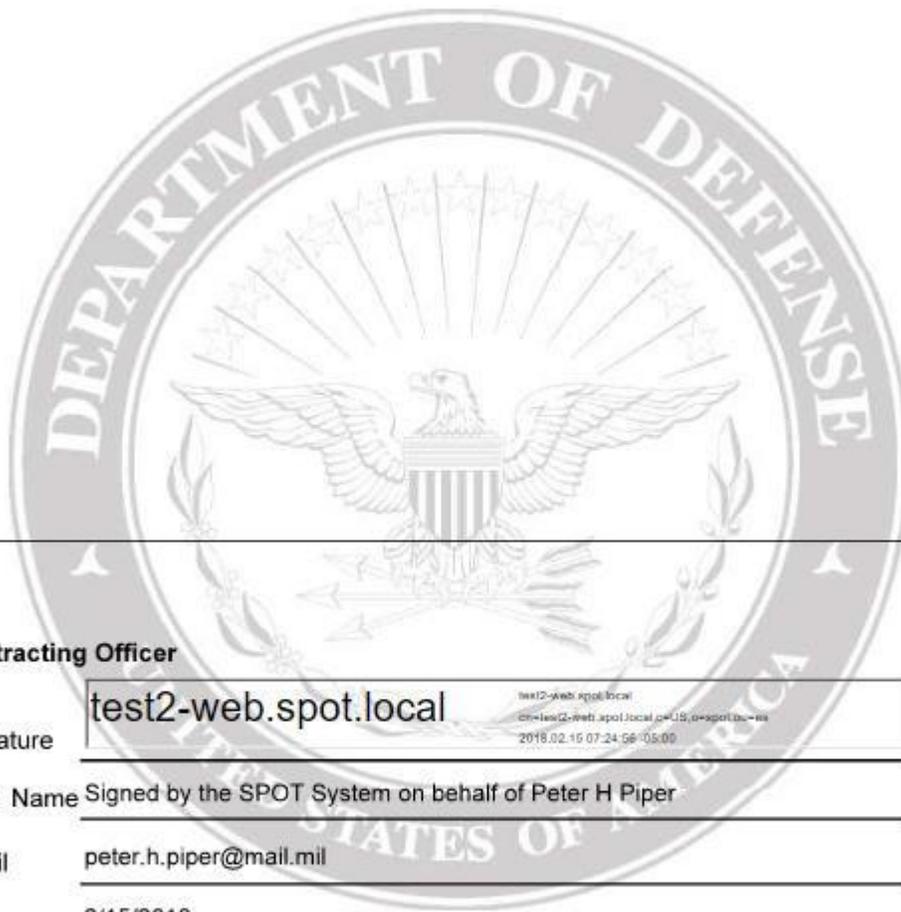


# DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)

Name: Doe, John D SSN/DODID: xxx-xx-0053

## LOA REMARKS

Fuel and Laundry authorized.



### Contracting Officer

Signature test2-web.spot.local test2-web.spot.local  
cn=test2-web.spot.local, o=US, o=spotbus-ma  
2018.02.15 07:24:56 -05:00

Print Name Signed by the SPOT System on behalf of Peter H Piper

Email peter.h.piper@mail.mil

Date 2/15/2018

Phone 609-123-5678

